



EuroMaTech

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

E-Library Management Techniques

27 - 31 Oct 2019, Dubai
26 - 30 Jan 2020, Dubai
25 - 29 Oct 2020, Dubai



www.euromatech.com

An ISO 9001:2015
and ISO 29990:2010
Certified Company

E-Library Management Techniques



INTRODUCTION

All business activities for information management, librarians, library professionals, document management, records managers, administrative management professionals are governed by good standards and best practices in e-library management, filing, management of documentation, establishing legislative and compliant libraries, policies and adhering to guidelines set out by the International Federation of Library Association (IFLA) and ISO standards.

Electronic libraries, information storage, access and security are key requirements for building an effective organisation and protecting and using the organisations information and business records.

This E-Library Management Techniques training course will look at library management and especially electronic libraries, electronic and paper filing, document and version control, mobile libraries, Braille users, compliance and legislation, metadata and indexing, managing collections, archiving and preservation, advanced searching methods, e-library management policies and electronic systems.

Unique features of this EuroMaTech training course:

- A broad overview of procedures, guidelines, best practices and standards relating to e-Library management, document control, administration, filing, documentation and document management and improvement
- Review best practice and guidelines from the International Federation of Library Association (IFLA)
- Review ISO standard related to indexing, metadata, library, archiving, storage and documentation standards
- Review of e-Library management systems for storage, indexing, searching, control, archiving and long term preservation
- Review legal issues, legislation and compliance requirements
- Focus on the need to create good document policy, procedures and standards
- Hands-on drafting, programmes and case studies in groups

WHO SHOULD ATTEND?

- IT Management
- Technical Staff
- Library Management Professionals
- HR, Finance and Operational Management Personnel
- Process Supervisors
- Executives
- Team Leaders
- Administration and Cataloguing Personnel
- Archive Specialists and Records Managers
- Document Controllers
- Document Management and Filing Administrators
- Personnel Seeking to Enhance their Skills

PROGRAMME OBJECTIVES

This E-Library Management Techniques training course aims to enable participants to achieve the following objectives:

- Create, develop and put in an action plan for creating, setup, management and control of e-library management system including document control, auditing and compliance
- Review the security requirements and put together controls for managing confidential and private materials
- Provide an understanding of how good filing systems are developed
- Consider who needs to be involved in the process of developing such e-library management systems, policies and standards
- Investigate issues concerning the lack of good e-library filing and documentation standards
- Understand how a green library works
- Improve filing and documentation standards
- Improve manual hardcopy and softcopy e-library management systems
- Introduce records management, document control and management practices and standards
- Review ISO standards for library management, storage and archiving and documentation management

PROGRAM OUTLINE

TRAINING METHODOLOGY

This EuroMaTech training course covers essential skills such as communicating persuasively and with impact, confidence to handle challenging situations and flexibility to adapt and being clear about who you are and who you want to be. This allows you to develop deeper relationships with those around you. This is crucial towards inspiring team members to achieve organizational goals and influencing individuals to support the team direction.

PROGRAMME SUMMARY

This E-Library Management Techniques training course covers all the essential skills and advanced concepts for managing e-library management system in accordance with international standards such as ISO and guidelines from the International Federation of Library Association (IFLA). There will be discussions on the use of software, best practice implementation as well as applying all the key concepts. The programme will concentrate on the advanced skills required to effectively deploy and maximise the benefit of e-library management as well as manage the information indexing, cataloguing, administration and outcomes and deliver business benefits. All participants will return to their organizations with a detailed and advanced understanding and have developed action plans to implement e-library management system, policies and procedures and ensure compliance is successfully implemented in their organizations.

QUALITY CERTIFICATIONS & ACCREDITATIONS



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DAY 01

Introduction

- Introduce e-library management and techniques
- The structure of e-library filing, indexing, storage and search
- Review documentation, document control and records management

DAY 02

Review Policies & Standards

- Review guidelines for International Federation of Library Association (IFLA)
- ISO standards for e-library, documentation and document management
- Regulatory, compliance and legal considerations

DAY 03

Designing e-Library Management Procedures and Systems

- Design overview
- Creating e-library filing and documentation control policies and procedures
- Creating indexing and metadata, storage, archive and search systems and setting up security

DAY 04

IT, Standards and Implementation

- Review of IT e-library management systems
- Roles and responsibilities
- Project planning and implementation

DAY 05

Case Studies and Programmes

- Case studies
- Drafting exercises
- Final wrap-up and discussion

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

E-Library Management Techniques

✓	Date	Venue	Fee(\$)
	27 - 31 Oct 2019	Dubai	US\$4,950
	26 - 30 Jan 2020	Dubai	US\$4,950
	25 - 29 Oct 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
 Position:..... Organisation:.....
 Address:.....

 City / Country:
 Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
 Company Name:
 Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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