

## Libraries Management and Documentation Centers

### General Objectives:

At the end of the course, professionals are able to:

Equip graduates of technical and regulatory knowledge required for library management and documentation centers.

### Target Audience:

Mainly intended for Leaders and Technicians.

### Hours:

35 Hours

### Program Contents:

#### **1 - LIBRARY CONCEPTS AND DOCUMENTATION CENTRES**

- Mission and Objectives
- Types of Libraries and Documentation Centers

#### **2 - CHARACTERISTICS OF RESOURCES**

- The functional spaces / ergonomics
- available services (internal and external)
- Provision of access to documentary resources (paper and electronic)

#### **3 - MANAGEMENT TOOLS**

- study and evaluation of community / users and partners
- Definition of strategic objectives
- Policies proactive information dissemination

#### **4 - QUALITY MANAGEMENT**

- Standardization
- Quality Policy
- Quality Charter

#### **5 - MARKETING POLICIES**

#### **6 - PERFORMANCE EVALUATION**

#### **7 - PROFILE OF SKILLS**

#### **8 - DEFINITION OF COMMUNICATION LINES**