

TECHNICAL LIBRARY MANAGEMENT & MODERN INFORMATION SERVICES



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TRAINING CENTER



Introduction

A technical library serves engineers, researchers, and specialists who need accurate information fast, yet many such collections still run on manual catalogues and outdated services. The Technical Library Management & Modern Information Services Training Course prepares librarians and information officers to modernise that function. Participants learn to catalogue and classify technical materials, apply metadata and indexing standards, and deliver digital reference services. Furthermore, the course covers acquisition of technical standards, subscriptions, and database management. In addition, it addresses user training, research support, and library performance measurement. As a result, teams deliver reliable technical information services that support engineering, scientific, and regulatory work.

Technical Library Management & Modern Information Services Course Objectives

- Apply AACR2, RDA, and MARC 21 standards to technical cataloguing.
- Use Dewey Decimal and Library of Congress classification for technical collections.
- Assign metadata using Dublin Core for digital resource description.
- Build and manage integrated library systems (ILS) and online catalogues.
- Manage subscriptions, standards documents, and technical databases.
- Deliver digital reference and research support services to specialists.
- Design information literacy and user training programmes.
- Apply copyright and licensing rules to technical content.
- Evaluate library services using performance indicators and user surveys.
- Plan digitisation and preservation for technical collections.

Course Methodology



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- Instructor-led sessions linking library science to technical information needs.
- Practical cataloguing exercises using MARC 21 record templates.
- Guided labs in integrated library systems and digital repositories.
- Case studies from engineering, industrial, and research libraries.
- Group workshops on service design and collection development plans.
- Continuous knowledge checks and a final applied library project.

Who Should Take This Course

- Technical librarians and library managers.
- Cataloguers and classification specialists.
- Information services officers in technical organisations.
- Document and standards custodians.
- Research support and reference staff.
- Archive and knowledge centre coordinators.

Technical Library Management & Modern Information Services Course Outlines

Day 1: Technical Library Management Foundations

- Roles and functions of a technical library in modern organisations.
- Collection development policies for technical disciplines.
- Library governance, budgets, and staffing structures.
- Standards landscape: ISO, ASTM, IEEE, and national codes.
- Vendor, subscription, and licence management basics.
- Library policy and procedure documentation.





- Workshop: assessing a technical library's current services.

Day 2: Cataloguing, Classification, and Metadata

- Cataloguing principles with AACR2 and RDA.
- Creating and editing MARC 21 bibliographic records.
- Dewey Decimal Classification for technical subjects.
- Library of Congress Classification and subject headings.
- Metadata application with Dublin Core for digital items.
- Authority control and catalogue consistency.
- Workshop: cataloguing technical items in MARC 21.

Day 3: Library Systems and Digital Collections

- Integrated library systems (ILS) and online public access catalogues.
- Digital repositories and institutional knowledge bases.
- Full-text search, filters, and discovery layer configuration.
- Digitisation of technical documents and quality control.
- Digital preservation and format management.
- Access control and secure delivery of licensed content.
- Workshop: configuring search and access in a library system.

Day 4: Modern Information Services and User Support

- Reference services and technical enquiry handling.
- Literature searching in engineering and scientific databases.
- Current awareness, alerts, and selective dissemination of information.
- Information literacy training for technical staff.

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- Research support, citation management, and referencing tools.
- Copyright, fair use, and licensing compliance.
- Workshop: designing a technical enquiry service workflow.

Day 5: Performance, Evaluation, and Improvement

- Library performance indicators and service statistics.
- User satisfaction surveys and feedback analysis.
- Reporting library value to management.
- Benchmarking against comparable technical libraries.
- Staff development and professional skills planning.
- Building a library modernisation roadmap.
- Workshop: presenting a library development plan.

Conclusion

By successfully completing the Technical Library Management & Modern Information Services Training Course, participants will have acquired the knowledge to catalogue and classify technical collections, manage library systems and digital repositories, deliver reliable reference and research services, and measure library performance with evidence. They will also gain the ability to apply copyright and licensing rules confidently and plan digitisation for technical materials. Furthermore, the course prepares teams to modernise information services for specialist users. Gentex Training Center delivers this programme with a strong emphasis on practical, workplace-ready library practice.

FAQs





Q1 What is the "Technical Library Management & Modern Information Services" course about?

It is a practical programme on managing technical libraries and delivering modern information services. It covers cataloguing and classification, metadata standards, library systems and digital repositories, collection and standards management, reference and research services, information literacy training, and performance evaluation.

Q2 What are the key benefits of the "Technical Library Management & Modern Information Services" course?

Participants gain the ability to organise technical collections so specialists find the right standard or reference quickly. The course improves catalogue quality, strengthens digital services and remote access, reduces wasted search time for engineers and researchers, and gives library managers measurable evidence of service value.

Q3 What skills will I gain from the "Technical Library Management & Modern Information Services" course?

Technical cataloguing and classification; metadata and digital resource description; library system, repository and access management; and reference services, research support and library performance evaluation.



Q4 What tools, methods, or standards are covered in the "Technical Library Management & Modern Information Services" course?

The course covers AACR2, RDA and MARC 21 cataloguing standards, Dewey Decimal Classification, Library of Congress Classification and subject headings, Dublin Core metadata, integrated library systems (ILS) and online catalogues, digital repositories and discovery layers, engineering and scientific databases, citation management tools, and library performance indicators.

Q5 How is the "Technical Library Management & Modern Information Services" course applied in real-world practice?

Graduates apply it by cataloguing technical materials in MARC 21, cleaning up classification inconsistencies, and configuring catalogue search so users find standards and reports quickly. They also run reference and literature search services, train staff in information literacy, and report library usage and satisfaction data to management.