BLACKBIRD FOR TRAINING

Aviation Technical Library Management

www.blackbird-training.com

Aviation Technical Library Management

Introduction

The Aviation Technical Library training course is designed to provide participants with a clear, practical understanding of technical library systems and processes within the aviation industry. Delivered over five focused days, the course emphasizes the essential knowledge and skills required to manage, organize, and effectively utilize aviation technical libraries.

Participants will gain valuable insight into aviation information resources, technical publications, safety oversight documentation, and modern library systems that support aviation technical operations and aircraft maintenance activities. The course highlights the critical role of accurate, well-managed technical information in maintaining safety, compliance, and operational efficiency.

Course Objectives

By the end of this course, participants will be able to:

- Understand the role and importance of aviation technical libraries in supporting aviation operations and aircraft maintenance.
- Apply effective methods for organizing, managing, and maintaining aviation technical libraries.
- Identify and use aviation technical publications, manuals, and information resources.
- Develop practical skills in research, information retrieval, and technical documentation management.
- Become familiar with aviation standards, regulations, and industry best practices related to aviation technical services.

Course Outlines

Day 1: Mission and Role of the Aviation Technical Library

- Importance of the aviation technical library within the aviation industry.
- Objectives and strategic goals of the technical library.
- Role of the technical library in supporting technical operations and aircraft maintenance.

ICAO as a Key Source of Aviation Publications:

- Overview of the International Civil Aviation Organization ICAO.
- ICAO□s role in developing aviation standards and publications.
- Accessing and using ICAO publications within the aviation technical library.

Day 2: Library Organization and Management

- Principles of organizing and managing an aviation technical library.
- Staffing structures, roles, and responsibilities.
- Collection development and maintenance of aviation technical resources.

Library and Information Resources Acquisition:

- Methods for acquiring aviation technical publications and aircraft manuals.

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

- Selection criteria for technical, operational, and regulatory resources.
- Managing subscriptions, updates, and periodicals related to aviation operations.

Day 3: Reader Services and Technical Publications Management

- Providing reference services and technical support to library users.
- Library circulation procedures and document tracking systems.
- Access control and document accountability.

Technical Publications Administration:

- Managing aircraft manuals and technical publications.
- Classification and cataloging of maintenance and operational documents.
- Control and preservation of controlled and uncontrolled technical publications.

Day 4: Safety Oversight, Quality, and Human Factors

- Role of the aviation technical library in supporting aviation safety oversight.
- Safety-related documentation and regulatory compliance requirements.
- Integration with Safety Management Systems SMS.

Air Operator Certificate AOC Overview and Documentation:

- Understanding the purpose and structure of the AOC.
- Documentation requirements and library responsibilities related to the AOC.
- Organizing and maintaining AOC-related records.

Quality and Human Factors:

- Quality management principles in aviation technical libraries.
- Human factors and safety culture in information management.
- Risk awareness and error prevention in library operations.

Day 5: Integrated Library Systems and Digital Transformation

- Overview of Integrated Library Systems ILS.
- Automation of library processes and document control.
- Benefits and challenges of implementing ILS in aviation technical libraries.

Transition to Digital and Paperless Libraries:

- Moving from paper-based to digital library environments.
- Managing electronic manuals and digital records.
- Emerging technologies and future trends in aviation technical library systems.

Why Attend This Course: Wins & Losses!

- Gain essential knowledge to manage an aviation technical library supporting maintenance and operations.
- Develop practical skills in handling aircraft manuals and technical publications.
- Understand aviation regulatory documentation and safety oversight requirements.
- Learn best practices in library organization, quality management, and information control.

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

- Explore digital library systems and modern solutions for aviation technical services.

Conclusion

This five-day course provides participants with a focused and practical understanding of aviation technical library management. It equips professionals with the skills needed to manage aviation technical information, aircraft manuals, and regulatory documentation effectively supporting technical operations, safety oversight, and compliance with aviation industry standards.

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Sustainability, ESG & Corporate Responsibility
Advanced Courses
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com