

Information technology in the organization and
management of libraries

Cairo (Egypt)

19 - 23 January 2025

UK Traininig

PARTNER



Information technology in the organization and management of libraries

Code: IT28 From: 19 - 23 January 2025 City: Cairo (Egypt) Fees: 4000 Pound

Introduction

The course specializes in studying the design, development, and support of computer-based information systems and their applications, where computers and software applications are used to convert, store, protect, process, and send information in addition to secure retrieval. Those who study information technology specialization are called computer specialists or information technology specialists. The course contributes to providing the participants with great skills in managing information security, and great skills in web design, increases their experience in protecting the information infrastructure, and enables the participants to have complete control over the information in terms of determining who will receive the data.

Course Objectives

- Gain advanced skills for those involved in the field of library management
- Comprehensive knowledge of the work of cataloging and classifying books and others
- Focusing on how to benefit from advanced information technology in the field of libraries.
- Provide participants with great experience in the field of data monitoring through applications that enable knowledge of the movement of data entering and exiting.
- Introduce participants to physical protection methods, as there are many simple methods that must be followed in order to maintain information security.

Course Outlines

Day 1

- Determine the needs and know the objectives of the libraries:
 - Provisioning
 - Indexing
 - Category
 - Patrols
 - Preservation and storage
 - Replays

Day 2

- Fields of information and communication technology used in libraries
- Reproduction and filmmakers.
- Storage and retrieval.
- Communication technology.



Day 3

- Modern means of communication and their role in serving libraries.
- Electronic publishing and its impact on libraries.
- The future of the printed book in the light of modern communications.
- Developing supervisory skills in the library.

Day 4

- Interviewing and dealing with the public.
- A practical case on the use of information technology in the organization and management of libraries.
- The necessary steps to maintain the skills gained from the program.
- Internet risks to information security.

Day 5

- Risk of disclosure of confidential information.
- Preparing the implementation plan necessary to transfer the acquired skills into practical application.
- Practical and applied cases and workshops



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)



Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER



Blackbird Training Categories

Management & Admin

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

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



BLACKBIRD
FOR TRAINING



International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

UK Training

PARTNER

