

Preserving Documents and Data and Archiving them
Electronically

Paris (France)

5 - 9 August 2024

UK Traininig

PARTNER



Preserving Documents and Data and Archiving them Electronically

Code: IT28 From: 5 - 9 August 2024 City: Paris (France) Fees: 4900 Pound

Introduction

An archive is a collection of documents, regardless of their age, form, or material, produced or received by governmental and private entities, and preserved by their creators or holders. Archives are preserved because they contain information crucial for decision-making and contribute to historical and scientific research in various fields, while also safeguarding the intellectual and material property rights of institutions and individuals. This course, "Smart Information Preservation and Archiving Systems," aims to introduce advanced concepts in document management systems, records management, and digital content management, with a particular focus on libraries and their tools.

Objectives

- Provide an understanding of document management systems, records management, and digital content management concepts and terminology, with a focus on the role of libraries and information.
- Highlight the significance of document and digital content management in facilitating knowledge and resource exchange.
- Offer frameworks for developing feasibility studies in digital content management projects within institutions, emphasizing the role of libraries and information.
- Provide guidance on developing work guides, policies, and procedures for libraries, document management, records management, and digital content management.
- Introduce advanced principles of library and digital document management, including search techniques and information retrieval.
- Equip institutions with the necessary tools for implementing systems and procedures for libraries, document management, records management, and digital content management.
- Explore new technologies in library management and digital content management, focusing on innovation and recent developments.
- Facilitate the transition to library, document, and digital content management while promoting awareness of environmental conservation.
- Deepen understanding of information studies and research related to library management, document management, records management, and digital content.

Course Content

Day 1

Introduction to Digital Library and Document Management

- Definition and importance of digital library and document management.



- Types of digital resources and associated challenges.
- Strategies and tools for digital library management.

Day 2

Document and Record Management Systems

- Concept and importance of digital document and record management systems.
- Designing and implementing digital document management systems.
- Preservation, retrieval, and classification strategies for digital documents.
- Security measures for digital information and sensitive documents.

Day 3

Digital Content Management and Search

- Overview of digital content management and content management systems.
- Creation, organization, and editing of digital content.
- Techniques for searching and retrieving digital documents and content.
- Interoperability and information exchange in digital library environments.

Day 4

Innovation and Developments in Digital Library and Document Management

- Recent advancements in digital libraries and emerging technologies.
- Innovation in digital service design and development.
- Application of emerging technologies like artificial intelligence and machine learning in digital library management.

Day 5

Policies and Legal Frameworks for Digital Library and Document Management

- Institutional policies and procedures for digital library and document management.
- Intellectual property and copyright considerations for digital documents.
- Legislation and legal guidelines governing digital library and document management.



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