**BlackBird** | FOR TRAINING

Preserving Documents and Data and Archiving them Electronically

*Paris (France)*

*4 - 8 August 2025*

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# Preserving Documents and Data and Archiving them Electronically

Code: IT28  From: 4 - 8 August 2025  City: Paris (France)  Fees: 5100  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 maintained 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. The course Smart Information Preservation and Archiving Systems aims to introduce advanced concepts in document management systems, records management, and digital content management, with a specific focus on libraries and their tools.

## Course Objectives

By the end of this course, participants will:

- Understand the concepts and systems related to document management, records management, and digital content management, focusing on the role of libraries and information.
- Highlight the importance of document management and digital content management in facilitating knowledge and resource exchange.
- Provide frameworks for developing feasibility studies in digital content management projects within institutions, emphasizing the role of libraries and information management.
- Offer guidance on developing work guides, policies, and procedures for 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 library management, 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 the understanding of research related to information studies, library management, document management, records management, and digital content management.

## Course Outlines

### 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 managing digital libraries.

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## 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.

## Conclusion

The Smart Information Preservation and Archiving Systems course offers participants the opportunity to explore advanced concepts and techniques in digital document archiving and digital content management. The course focuses on providing advanced strategies and practical tools for libraries and information institutions to improve digital document management and records management. By leveraging emerging technologies such as artificial intelligence and machine learning, participants will gain the necessary skills to transition to modern electronic archiving systems while ensuring the preservation of digital data and content for long-term access, in compliance with digital archiving policies and legal frameworks.

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