

Aviation Technical Library

Dubai (UAE)

20 - 31 October 2024

UK Training

PARTNER

Aviation Technical Library

Code: PS28 From: 20 - 31 October 2024 City: Dubai (UAE) Fees: 6600 Pound

Introduction

The Aviation Technical Library Training Course is designed to provide participants with a comprehensive understanding of the technical library systems and processes specific to the aviation industry. This course aims to equip participants with the knowledge and skills necessary to effectively manage and utilize aviation technical libraries. Over the course, participants will learn about various aspects of aviation technical libraries, including their purpose, organization, information resources, and research techniques.

Objectives

- Understand the importance and role of aviation technical libraries in the industry.
- Learn how to effectively manage and organize an aviation technical library.
- Gain knowledge of different types of information resources available in aviation technical libraries.
- Develop skills in conducting research and retrieving information from aviation technical library sources.
- Familiarize oneself with industry standards, regulations, and best practices related to aviation technical libraries.

Course Outlines

Day 1

- Technical Library Mission:
 - Importance of the technical library in the aviation industry
 - Objectives and Goals of a technical library
 - Role of the technical library in supporting aviation operations
- ICAO as a Source of Aviation Publications:
 - Overview of the International Civil Aviation Organization ICAO
 - ICAO's Role in Aviation Publication Standards
 - Accessing and utilizing ICAO publications in the technical library

Day 2

- General Library Organization and Management:
 - Principles of Library Organization and Management
 - Staffing and roles in the technical library
 - Collection development and maintenance in the technical library
- Library & Information Resources Acquisition:
 - Acquisition methods for library resources

The logo for UK Training Partner features the text 'UK Training' in a smaller font above the word 'PARTNER' in a large, bold, black font. The background consists of a chessboard with several chess pieces (a king, a pawn, and a knight) and a series of concentric white circles radiating from behind the text.

- Selection criteria for aviation-related resources
- Managing subscriptions and periodicals in the technical library

Day 3

- Readers Services, Charging & Discharging:
 - Providing reader services and reference assistance
 - Library circulation systems and procedures
 - Charging and discharging of library materials
- Technical Publications Administration:
 - Managing technical publications in the library
 - Classification and cataloging of technical publications
 - Preservation and maintenance of technical publications

Day 4

- Technical Library in Safety Oversight:
 - Role of the technical library in aviation safety oversight
 - Safety-related publications and documentation in the library
 - Collaboration with safety management systems in the aviation industry
- AOC Overview & Documentation:
 - Understanding Air Operator Certificate AOC
 - Documentation requirements for AOC holders
 - Managing and organizing AOC-related documents in the library

Day 5

- Quality in Aviation Library:
 - Quality management principles in the technical library
 - Standards and best practices for aviation library services
 - Continuous improvement and quality assessment in the library
- Risk Management in Library Systems:
 - Identifying and mitigating risks in library operations
 - Disaster recovery and business continuity planning
 - Safety Culture and risk awareness in the library environment

Day 6

- Human Factors & Safety Culture:
 - Understanding the Role of human factors in aviation safety
 - Importance of promoting a positive safety culture in the library
 - Human Error and its Impact on library operations
 - Strategies for integrating human factors principles into library practices
- Cataloging:
 - Introduction to cataloging principles and standards
 - Different cataloging systems and formats used in libraries
 - Metadata creation and management in the technical library
 - Cataloging tools and software applications for efficient organization of library resources

Day 7

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles.

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- Integrated Library Systems:
 - Overview of integrated library systems ILS
 - Functions and Features of an ILS in the aviation library context
 - Automation of library processes through an ILS
 - Benefits and challenges of implementing an ILS in the technical library

Day 8

- Organization and Development of Airline Libraries:
 - Characteristics and functions of airline libraries
 - Developing library policies and procedures specific to airlines
 - Collection development strategies for airline libraries
 - Collaboration with other departments and stakeholders in the airline industry

Day 9

- Paperless and Digital Library:
 - Transitioning from a traditional library to a paperless environment
 - Digital preservation and access to electronic resources
 - Managing digital collections and copyright considerations
 - Implementing technology solutions for a paperless library

Day 10

- Future of Library Systems:
 - Emerging trends and technologies in library systems
 - Artificial intelligence and machine learning applications in libraries
 - Internet of Things IoT and its Impact on library services
 - Adapting to evolving user needs and changing information formats in the future

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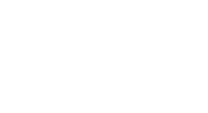
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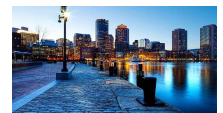
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