

REGIONAL TRAINING COURSE

Creation of Information and Knowledge Management Infrastructure using Modern Library Management Systems

19 – 30 November 2006

ICARDA, Aleppo, Syria

Objective

The principal objective of this training course is to develop a cadre of national facilitators/trainers (focal points) who will train others at national level in the management of documents in electronic format, and in the use of methodologies for Library Automation, using web-based technologies.

Target Audience

Employees of National Agricultural Information units (NAISs) and AGRIS centers, responsible for information and knowledge management, with the ability and support to become trainers at national level.

Content

- Creation of information and knowledge management infrastructure using NewGenLib
- Library Automation, including Acquisition, Cataloguing, Circulation, Serial Management, Open Public Access Catalogue
- Electronic document production and management following international standards and methods
- Union Catalogue and Open Archive

Methodology

The course content will be covered in three modules using the awareness-understanding-skills method. Training participants will use the tools provided by ICARDA for practical application of the processes studied.

Duration

Two weeks (19 - 30 November 2006)

Venue

ICARDA, Aleppo, Syria

Academic Performance

Academic performance will be measured by the completion of the objectives proposed in each module and by a final project.

At the end of the course the training participants will present a mini-project that reflects the knowledge they have acquired. This will include creating and publishing part of their national database on the web as well as creating and developing a retrievable full-text collection making use of templates, metadata, HTML, XML, and browsers. For this it is required that *each participant bring a minimum of 15 documents in Word format from their institution.*

Training participants with satisfactory performance will receive a certificate of participation.

Language

English

COURSE CONTENT

Introduction (1 hour)

Objective:

To provide an overview of the institutional and technical issues involved in information & knowledge management, bringing electronic publishing to the web, and in providing access to full-text documents.

Module I (5 days)

Principles and definitions

Objective:

To introduce the fundamental principles and concepts behind the use of an Integrated Library Management System for effective management of library operations as well as for management of various knowledge and information resources.

Module II (2 days)

Preparation and organization of electronic documents

Objective:

To present methodologies and tools for preparation and management of electronic documents using document imaging systems for archival collections, so that national institutions can improve the sharing of information. The participants should also gain an understanding of management of full-text documents.

Module III (3 days)

Use of the NewGenLib system for capture of documentary information

Objective:

To enable training participants use web-enabled methodologies for generating metadata for documents, compiling metadata into databases, and linking to full-text documents using the NewGenLib system.

Practical exercise: technical processing of 15 full-text institutional documents brought by the training participants.

Qualifications of Candidates

Candidates should be nominated by their national research institutions. They should: be experienced in AGRIS, CDS/ISIS, Windows-Office 97 or higher levels, HTML; be able to access a Web server and have teaching experience and technical knowledge of agricultural information management and processing; and have proficiency in both written and oral English and in the use of personal computers.

Selection Procedure

Nominations should be received by 1 October 2006. Respective authorities will be informed of candidate's acceptance by the third week of October 2006. Prepaid tickets will be sent to accepted candidates.

Terms and Conditions of Award

The training award will provide financial support during the course including international and local travel, accommodation, a modest per diem as stated in ICARDA's training policy, and insurance covering accidental death/injury for the period of the training course. Awards will be granted to participants only; there are no provisions for the participants' families.

Application Procedure

The attached application form should be completed and submitted by the concerned national program authority. The candidates should also provide two passport size photographs **before 1 October 2006**, to the address below.

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