



Managing the Integration of e-Resources into Library Collections (KL-MIER)



PROGRAMME OUTLINE

The transition to electronic sources of information has recently gathered momentum and is affecting all subject areas and services to all levels of user: scientific and technical sources, community information, reading materials for children. The acquisition, provision and management of these e-resources leave librarians in all library and information sectors with a new and wide-ranging set of challenges. How can one find this material, how should it be managed in a modern library service? Come and find out.

This portfolio of courses provides a valuable opportunity to understand both the range of e-resources available and how best to manage growing library collections through the planned and regulated inclusion of e-journals, e-books, image collections, etc.

This programme is offered in conjunction with Information Automation Limited from the United Kingdom and the modules were designed and developed by Chris Armstrong, Ray Lonsdale and Peter Underwood. All are acknowledged experts in e-resources use in libraries and collection management, and have been offering training worldwide in these areas for many years.

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▪ OBJECTIVES

The first day of the course will provide an introduction to, and practical, hands-on experience of, a range of high-quality e-resource formats that libraries can use to enhance or replace print resources. Several examples will be used for each format to ensure coverage. The advantages of the medium to both libraries and their users will be discussed, and the day will form a natural basis for the rest of the week.

The second part of the course will provide a basic understanding of some aspects of library collection management, as well as offering insights into many of the issues surrounding the



management of e-resources in the library. The course will include modules on bibliographic control and resource location; e-resource evaluation; access; promotion; and licensing.

Following naturally on from the discussion on collection management, the final two days of the course will provide an introduction to Collection Development Policies (CDPs) and the need for them to incorporate statements relating to procedures that comprise collection development. Following some time spent on the nature, scope and structure of CDPs, there will be modules on Conspectus, developing statements for e-resources, and the administration and management of the CDP both within the library and within the institution/authority.

▪ **THE PORTFOLIO BREAKDOWN**

The following diagram represents how the full programme can be broken into individual workshops, each of which can be taken separately on the days specified.

		Monday	Tuesday	Wednesday	Thursday	Friday
Course mix	Full programme	e-Publishing and Library Collection Management and Policies				
	1-day (Intro)	e-Publishing for Today's Libraries				
	2-day (Man-Dig-Coll)		Managing the Digital Collection in Libraries			
	3-day (Intro & Man-Dig-Coll)	e-Publishing Today and Managing the Digital Collection				
	2-day (Coll-Dev)				Collection Development Policies for e-Resources	
	4-day (Man-Dig-Coll & Coll-Dev)		Collection Management and Polices for Today's e-Resources			



Five-day	<p>(Monday – Friday)</p> <p>The e-Publishing and Library Collection Management and Policies Programme <i>(The full programme)</i></p> <p>For a comprehensive immersion in the issues, this is a five-day programme comprising three modules which explore the range of modern e-resources available for library acquisition, the collection management issues surrounding their provision and use by the library, and the ways to support your management decisions through the Collection Development Policy.</p>
One-day	<p>(Monday)</p> <p>e-Publishing for Today's Libraries <i>(Introductory workshop)</i></p> <p>Day one is designed to give participants an overview and practical experience of the range of e-resources being used by libraries worldwide: e-journals, e-books, institutional repositories, databases, image collections, weblogs, etc. Day one could be taken separately as a stand alone workshop, or included in the three and five day options.</p>
Two-day	<p>(Tuesday-Wednesday)</p> <p>Managing the Digital Collection in Libraries</p> <p>There are a range of management decisions and actions to be taken if your library is to integrate e-resources into its collection. This two-day course will explore finding e-resources, e-resource evaluation, access, promotion, and licensing. This two day workshop could be taken separately or included in the three, four and five day options.</p>
Three-day	<p>(Monday – Wednesday)</p> <p>e-Publishing Today and Managing the Digital Collection Workshop</p> <p>This three-day course is designed to introduce participants to the huge range of e-resources currently being made available for library use, and to explore the management issues you will face as you make them available as a part of your collection. It stops short of discussing collection development policies. This three day workshop can be taken separately or as part of the four and five day options.</p>
Two-day	<p>(Thursday – Friday)</p> <p>Collection Development Policies for e-Resources</p> <p>At the heart of good library collection management lies the Collection Development Policy (CDP). This two-day course revisits the structure and contents of a CDP and considers Conspectus as a means of describing the subject collections before working to develop draft statements for e-resources. This two day workshop could be taken separately or as part of the four day and five day options.</p>
Four-day	<p>(Tuesday – Friday)</p> <p>Collection Management and Policies for Today's e-Resources Workshop</p> <p>If you are already familiar with the variety of e-resources currently available, this four-day course covers the range of management decisions and actions to be taken if your library is to integrate e-resources into its collection (finding e-resources, e-resource evaluation, access, promotion, and licensing), and then revisits the structure and contents of a Collection Development Policy and considers Conspectus as a means of describing the subject collections before working to develop draft policy statements for e-resources. This four day workshop could be taken separately or included into the comprehensive five day option.</p>



All courses involve practical or group work and all participants receive comprehensive workbooks to take away with them.

The full five day programme is recommended for participants without previous exposure and experience to the management of e-resources in libraries

- **NAMES OF FACILITATORS**

- Chris Armstrong
- Ray Lonsdale
- Peter G. Underwood

- **CONTINUING PROFESSIONAL DEVELOPMENT CERTIFICATION**

On completion of each of the workshops participants will receive a certificate of attendance.

- **DURATION OF THE PROGRAMME**

This course is offered as a 5-day programme, which if preferred can also be subdivided into 5 workshops of one, (2x) two, three and four days respectively.

- **OUTCOMES OF THE PROGRAMME**

At the end of the course participants will have:

- a familiarity with a range of e-resource types (e-journals, institutional repositories, e-news sources, image collections, e-books, weblogs), and will have used or examined examples of each
- an in-depth awareness of the different kinds of e-book: reference, textbook, study guides...
- understood the difference between free, licensed/charged for, open access published, and open access institutional repositories
- an appreciation of the role of aggregators, service providers and publishers
- an understanding of the advantages of e-resources and their place within the library collection
- understood the issues surrounding the addition of e-resources to a library collection
- appreciated the difficulties surrounding locating and selecting e-resources
- developed an e-resource evaluation criteria checklist
- evaluated at least two e-resources
- considered possible ways of providing user access to library e-resources and the associated management issues
- recognised the importance of, and generated and worked through a series of ideas for, promoting e-resources
- gained a basic knowledge of licensing and the issues to consider when acquiring e-resources
- an appreciation of nature and benefits of a having a library Collection Development Policy (CDP)
- understood the structure and component parts of a CDP
- thought about the use and users of the CDP
- considered the need for Conspectus as a means of describing the subject collections



- positioned the CDP within the strategic management, and in relation to other institutional policy documents
- considered the implications of administering the CDP process
- developed, drafted, analysed and discussed embryo CDP statements for selection, licensing, access, IT
- **METHODS OF FACILITATING LEARNING**
All courses involve practical or group work and all participants receive comprehensive workbooks to take away with them.
- **METHOD OF ASSESSMENT**
Attendance of the formal sessions; Active participation in class exercises and discussion.
- **CONTACT DETAILS**

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