

Aviation Technical Library Management: 10-Day Mastery Course

2027 10 - 30
Berlin (Germany)

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Day 3: Information Resources Acquisition

- Acquisition methods for aviation resources
- Selection criteria for technical publications
- Managing subscriptions, periodicals, and budgets
- Resource allocation strategies

Day 4: Cataloging and Classification

- Cataloging principles for aviation materials
- Classification systems specific to aviation libraries
- Metadata creation and management
- Cataloging tools and software

Day 5: Reader Services and Circulation

- Reference assistance in aviation libraries
- Circulation systems and procedures
- Interlibrary loan services
- User education and training programs

Day 6: Technical Publications Administration

- Managing aircraft manuals and technical publications
- Version control and updates
- Distribution of technical information
- Compliance with regulatory requirements

Day 7: Digital Transformation in Aviation Libraries

- Transitioning to paperless and digital systems
- Digital preservation techniques
- Electronic resource management
- Implementing library management software

Day 8: Quality and Safety in Aviation Libraries

- Quality management principles for library operations
- Risk management strategies
- Integration with Safety Management Systems SMS
- Auditing and continuous improvement



Day 9: Human Factors and Ergonomics

- Human factors in library operations
- Ergonomic considerations for staff
- Promoting safety culture within libraries
- Stress management and work-life balance

Day 10: Future Trends and Technologies

- Emerging technologies in library management
- Applications of artificial intelligence and machine learning
- Big data and analytics in aviation libraries
- Preparing for future challenges and opportunities

Individual Impact

Participants will leave this course with:

- A comprehensive aviation library management plan.
- A digital transformation strategy for their organization's technical library.
- Best practices for cataloging, organizing, and maintaining aviation-specific resources.
- A quality management system tailored to aviation library operations.

Organizational Impact

Organizations will benefit from:

- Streamlined and efficient library operations supporting aviation safety and compliance.
- Enhanced access to accurate, up-to-date technical resources.
- Integration of library management with broader safety and quality initiatives.
- Preparedness for future technological advancements in aviation information management.

Training Methodology

- Interactive lectures with practical examples
- Hands-on exercises in cataloging, resource management, and digital systems
- Case studies and scenario-based problem-solving
- Group discussions to develop actionable management plans

Beyond the Course

By the end of this 10-day program, participants will be ready to:

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- Manage aviation technical libraries with confidence and efficiency.
- Lead digital transformation initiatives in library operations.
- Implement quality and safety best practices across library functions.
- Adapt to emerging technologies and trends in aviation information management.

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