

Aviation Technical Library Management: 10-Day Mastery Course

Aviation
Berlin (Germany)
25 Aug - 05 Sep 2025

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Aviation Technical Library Management: 10-Day Mastery Course

Ref: 321755_145909 **Date:** 25 Aug - 05 Sep 2025 **Location:** Berlin (Germany) **Fees:** 7100 Euro

Course Description

This comprehensive 10-day course equips aviation professionals with the knowledge and skills to effectively manage technical libraries in the aviation industry. Participants will learn about library organization, resource acquisition, digital transformation, and industry best practices to support aviation technical operations and safety oversight.

Learning Objectives

- Understand the role and importance of technical libraries in aviation
- Master library organization and management techniques specific to aviation
- Learn to acquire, catalog, and manage aviation-specific resources
- Develop skills in digital library management and paperless systems
- Understand the integration of technical libraries with safety and quality management systems
- Explore future trends and technologies in aviation library management

Course Modules

Day 1: Introduction to Aviation Technical Libraries

- Role and importance of technical libraries in aviation
- ICAO standards and publications
- Library mission and objectives
- Overview of aviation library resources

Day 2: Library Organization and Management

- General library organization principles
- Staffing and roles in aviation libraries
- Collection development strategies
- Library policies and procedures

Day 3: Information Resources Acquisition

- Acquisition methods for aviation resources
- Selection criteria for technical publications
- Managing subscriptions and periodicals
- Budgeting and resource allocation

The logo for UK Training Partner, featuring the text 'UK Training' in a small font above the word 'PARTNER' in a large, bold, black font. The background of the logo is a stylized chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver.

Day 4: Cataloging and Classification

- Cataloging principles for aviation materials
- Classification systems in 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

Day 6: Technical Publications Administration

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

Day 7: Digital Transformation in Aviation Libraries

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

Day 8: Quality and Safety in Aviation Libraries

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

Day 9: Human Factors and Ergonomics

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

Day 10: Future Trends and Technologies

- Emerging technologies in library management
- Artificial Intelligence and Machine Learning applications
- Big data and analytics in aviation libraries

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric white circles on a grey and white checkered board.

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- Preparing for future challenges and opportunities

Practical Wins for Participants

- Develop a comprehensive aviation library management plan
- Create a digital transformation strategy for your organization's technical library
- Implement best practices for cataloging and organizing aviation-specific resources
- Design a quality management system for your aviation technical library

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern, and there are concentric circles in the background.

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