

Name: Digital Library Management Practicum					
module/course code: PII62016	Student workload: 340 Minutes/Week	Credits (ECTS): 1	Semester 4	Frequency Even Semester	Duration 1x / Semeste
Types of courses: Tutorial/Lecture/ Response		Contact hours: 100 minutes/week	Independent study 240 minutes/week	Class size X students: 30 Students	
1	Prerequisites for participation -				
2	<p>Learning outcomes</p> <ol style="list-style-type: none"> 1. Students are able to plan digital library overview 2. Students are able to present an overview of digital libraries 3. Students are able to analyze various software used by various types of institutions to manage digital collections 4. Students are able to compile digital collections and digitize printed information sources. In addition, students are able to make detailed descriptions in digital library management using appropriate and accurate metadata. 				
3	<p>Description</p> <p>This course discusses practicum in digital libraries to provide services and management of libraries and other information units, which includes the following subjects: understanding the internet, internet history and types of internet services, reasons for digitization, collection development in the digital world, resource discovery, description and use, development and planning of systems for sharing digital resources, portals (Web) and personalization (mechanization of access for end users), maintenance and preservation.</p>				
4	<p>Teaching methods:</p> <ol style="list-style-type: none"> 1. Lectures 				
5	<p>Assessment methods:</p> <ol style="list-style-type: none"> 1. Assignments, 2. Middle semester examination, 3. Practices, 4. Final semester examination 				

6	<p>Other information e.g. bibliographical references:</p> <ol style="list-style-type: none"><li data-bbox="352 248 1377 315">1. Adan, Azad. (2008). Implementing Electronic Document and Record Management Systems . New York: Auerbach Publication<li data-bbox="352 331 1086 358">2. Robert F Smallwood (2013). Managing Electronic Records
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