biblio

Are you working or would like to work in the library sector?

Are you working in library that is planning to adopt digital solutions and digitalise its collection?

Are you a university student studying library studies?

If the answer to at least one of these questions is yes, the BIBLIO courses might be for you!

ENROL IN THE SPECIALISATION

COURSES FOR LIBRARY PROFESSIONALS

AVALIABLE PROFILES:
- Community Engagement and Communication Officer (CECO)
or
- Digital Transformation Facilitator (DIGY)

REGISTER NOW!

PROJECT PARTNERS

ICCU · egina · БИТ · GLOBAL LIBRARIES BULGARIA FOUNDATION · Data Media Group · Kultūras informācijas sistēmu centrs · HELLENIC OPEN UNIVERSITY · ALL DIGITAL ENHANCING DIGITAL SKILLS ACROSS EUROPE · PUBLIC LIBRARIES 2030 CONNECT. INNOVATE. ADVOCATE.

BIBLIO specialisation courses offer:

- advanced knowledge and skills related to 38 digital and transversal competences
- a unique learning opportunity for professionals working in libraries and students pursuing a career in the library sector from Italy, Bulgaria, Greece, and Latvia
- a modular design of educational material and course curricula for flexible and personalized learning pathways
- blended and work-based learning and hands-on experience in libraries
- self-paced and flexible weekly schedule that can be combined with work and study
- continuous support from trainers and mentors for achieving the best learning results
- two tailor-made curricula in line with EQF and ECVET

Priority criteria:

The courses are open to anyone interested in digitalisation of libraries and working or studying in a related field. Since places are limited, priority will be given to those participants who:
- have successfully joined and completed the BIBLIO MOOC course;
- are already in contact with a local library where they could be hosted during the Work-based learning phase;
- present a valid project idea.

Further details will be given in the application form.

Selected modules can be skipped (prior previous acceptance) based on the capacity of the participant to provide certificate/diploma that proves an equal number of study hours for each module as it is described in the course curriculum. Professional experience will be also taken into consideration by evaluating the professional experience described in the CV provided.

KEY INFORMATIONS:

COURSE DURATION:

February – October 2022 Blended Course and Work-based learning

COURSE VENUE:

Online and onsite in Bulgaria, Greece, Italy, and Latvia

The course consists of:

20h of face-to-face workshops
160h of online classes and self-study
40h of project-based learning
20h of assessment
165h of work-based learning

COURSE LANGUAGE:

Bulgarian, Latvian, Greek or Italian (depending on your country of residence)

COURSE COST:

The cost of the course is free

CERTIFICATE:

Certificate of completion aligned with ECVET upon:

1. submission of all assignments

2. completion of the online assessment with 75%

3. project submitted and positive evaluation from tutor and

4. completion of work-based scenario

DEADLINE FOR REGISTRATION:

21st January 2022

Which profile should I choose?

- The Community Engagement and Communication Officer (CECO) assesses community needs and sets priorities for outreach services. They work with communities and engages people outside the library walls through various channels. The specialization course on this profile covers 17 digital and 18 entrepreneurial and transversal competences.

- The Digital Transformation Facilitator (DIGY) supports the library team in the transition to the digital era. They provide technical support to colleagues as the library adopts new digital tools. They can use online collaboration tools and platforms, design and/ or select content, and also supports the cataloguing, archiving and digitisation of books and documents, and the curation of digital resources and collections. The specialization course on this profile covers 16 digital and 12 entrepreneurial and transversal competences.

You can find the full course description here

If you would like to specialise as Digital Transformation Facilitator, read on. Below you will find the course description for this profile.

Digital competences

- Introduction to digitization
- Managing data, information, and digital content
- Interacting through digital technologies (online meetings)
- Collaboration and sharing through digital technologies
- Managing digital identity
- Digital tools and digital content development
- Copyright legislation
- Programming
- Basic principles of data safety and security
- Protecting devices
- Protecting data and content
- Protecting personal data and privacy
- User support (Identifying needs and responses)
- Problem/ crisis management
- IT skills and troubleshooting
- Competency management

Entrepreneurial and transversal competences

- Spotting opportunities
- Valuing ideas
- Design thinking
- Mobilizing resources
- Sales development
- Fundraising and Crowdsourcing
- Strategic thinking (Business plan development)
- Change management (Change support)
- Time management
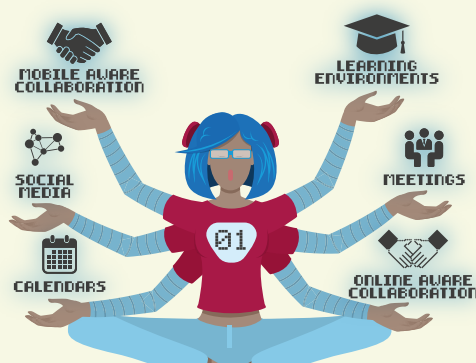- Taking the initiative
- Learning through experience

DESCRIPTION OF THE MODULES

Module title	Introduction to digitization
Module description	This training module aims to provide basic knowledge of digitization referring to processes for creating and managing digital resources. Approaches to hardware and software technologies and job-based learning are planned.
Learning objectives	• knowledge of digital library architecture software • managing XML language for metadata and coding • use of the technique of Semantic Web • use of Open Data • discovery tools and features related to Web services

Module title	Managing data, information, and digital content
Module description	Training module on management of databases and analysis of user behaviour and use of digitised resources.
Learning objectives	• Effective methods of managing and preservation of digital content • Technologies regarding data, information and digital content management • Freely use and interpret open data of digital resources and collections • Analysis of user behaviour • Risk of data loss or corruption

Module title	Interacting through digital technologies (Online meetings)
Module description	Providing students with knowledge and skills to work in a digital environment and successful interaction with digital technologies.
Learning objectives	• Developing practical skills for optimal use of new digital devices in the library and for the community • Development of technical skills for the use of new IT equipment for digitalization and for the production of new digital content, supporting the work of the library • Ability to use different types of platforms and apps for online meetings;

Module title	Collaboration and sharing through digital technologies (basic knowledge)
Module description	The module will provide learners with knowledge and skills for aware collaborating and interacting using online tools, as well as scheduling and hosting online meetings.
Learning objectives	• Provide learners with knowledge about online aware collaboration concepts • Develop skills for learners to use most common online collaboration tools

DESCRIPTION OF THE MODULES

Module title	Managing digital identity
Module description	The module will provide learners with knowledge how to manage reputation and protect digital identity of individuals and organizations
Learning objectives	• Provide learners with knowledge about types of digital identity for individuals and organizations • Provide learners with knowledge and skills to set digital identity in most common applications: government services; online platforms; social networks • Provide learners with knowledge how to manage reputation and protect your digital identity

Module title	Digital tools and digital content development
Module description	Training module on how to develop, edit and manage digital content to use in the library's communication activities and promote reuse in new and innovative ways.
Learning objectives	• Developing, editing and managing digital content; • Reusing existing digital content; • Publishing, storing and sharing digital content.

Module title	Copyright legislation
Module description	Training module on how to adapt digital content in accordance with copyright legislation, Creative Commons, legal aspects of repository, intellectual property right issues and open access strategies to use in the library activities.
Learning objectives	• Develop understanding and practical skills of copyrights and Creative Commons licenses • Develop understanding and practical skills of intellectual property rights issues • Develop understanding and practical skills of open access strategies in the library context

Module title	Programming
Module description	Training module on how to use mark-up language on digitised documents and books in a relevant way, trace open data schema conform to standards for indexing digital resources and solve minor issues on their library's website.
Learning objectives	• Types and differences between programming languages; • Using mark-up languages; • Tracing open data schema; • Webpage development tools and techniques to solve minor issues

DESCRIPTION OF THE MODULES

Module title	Basic Principles of data safety and security
Module description	The purpose of the module is to introduce learners to main security risks, help to identify and solve them for everyday work needs and introduce main online tools for security risk minimizing
Learning objectives	• Provide learners with knowledge about main security risks types; • Provide learners with practical skills to identify and prevent security risks; • Provide learners with knowledge about most common online tools and management strategies to avoid and minimize security risks

Module title	Protecting devices
Module description	The purpose of this training module is to provide learners with theoretical knowledge and practical skills to protect most common devices (mobile, personal computers, servers) from security risks
Learning objectives	• Provide learners with knowledge about main security risks for different devices actual for librarians work • Provide learners with knowledge about setting devices to secure mode • Provide learners with knowledge about solving security problems for devices • Provide learners with knowledge and skills how to restore data after security problems or data loss

Module title	Protecting data and content
Module description	The purpose of the module is to provide with in-depth knowledge of data and information safety and security strategies development and protection at the libraries. As well as practical experience to identify and analyse safety and security risks and problem solutions
Learning objectives	• To form an advanced level of understanding of information safety and security at libraries and to align information security activities with libraries overall strategy and business needs • Lead and support colleagues and customers on safety and security of data and information at the libraries

DESCRIPTION OF THE MODULES

Module title	Protecting personal data and privacy
Module description	Training module providing knowledge about the protection of personal data that is essential for anyone who handles personal information as part of their job. Module will cover data protection legislation and how organisations are required to handle personal data, including procedures for collecting, storing, and sharing personal data.
Learning objectives	• Provide learners with knowledge about personal data protection principles and legislation • Develop practical skills to design organizations personal data protection policies and data register • Develop technical skills for safe storage, processing and exchange of personal data

Module title	User support (Identifying needs and responses)
Module description	How to identify existing and emerging technological user needs and suggest digital solutions to address new needs.
Learning objectives	• Identifying and describing existing and emerging technological user needs • Communications of possible solutions using digital tools and different communication channels • Suggesting training materials and procedures for users support

Module title	Problem/Crisis Management
Module description	To provide leadership of the problem/ crisis management process. Schedule and ensure well trained human resources, tools, and diagnostic equipment to meet emergency incidents.
Learning objectives	• Describing principles and methods of problem/crisis solving • Troubleshooting processes and procedures • Application and availability of problem diagnostic tools • Library security incident management and recovery • The link between system infrastructure elements and impact of failure on related business processes

Module title	IT skills and troubleshooting
Module description	Provide with knowledge about basic IT skills and troubleshooting tips.
Learning objectives	• Provide learners with knowledge about common problems and solutions • Develop practical skills to examine the problem and look for the better • Develop technical skills for solving problems arisen both for software and hardware

Module title	Competency Management
Module description	Identification of library community digital competence gaps and finding relevant training initiatives.
Learning objectives	• Using European Digital Competences Framework of Citizens (Digicomp) • Identifying where training may be needed for themselves and the wider library community • Finding appropriate training initiatives

DESCRIPTION OF THE MODULES

Module title	Spotting opportunities
Module description	Training module on how to use imagination and abilities to identify opportunities for creating value.
Learning objectives	• Identifying opportunities to create value by exploring the social, cultural, and economic situation • Identifying needs and challenges that need to be met • Establishing new connections and bring together scattered elements to create opportunities to create value

Module title	Valuing ideas
Module description	Training modules on how to make the most of ideas and opportunities
Learning objectives	• Developing several ideas and opportunities to create value, including better solutions to existing and new challenges; • Combining knowledge and resources to achieve valuable effects; • Identify suitable ways of making the most out of the value created.

Module title	Design Thinking
Module description	Training module on the design thinking process and experience with various tools and methods
Learning objectives	• Principles and mindsets that underpin theories, concepts and processes • Identify the relationship between design thinking, innovation and entrepreneurship and the value of innovation to organizations, economies and society • Design thinking through a set of tools and methods that can be used to shape and improve offered services

Module title	Mobilizing recourses
Module description	Training module on how to get and manage necessary resources to develop value creating activity.
Learning objectives	• Getting and managing the material, non-material and digital resources needed to turn ideas into action • Making the most of limited resources. • • Getting and managing the competences needed at any stage

Module title	Sales Development
Module description	Training module on how to review and implement appropriate sales strategy to deliver organization goals. Determine and allocate targets to address market conditions
Learning objectives	• Identifying different sales approaches; • Identifying appropriate sales channels and customer needs; • Evaluating the strengths and the weakness of potential competitors.

DESCRIPTION OF THE MODULES

Module title	Project Management
Module description	Training module introducing learners to development and management of project plans and schedules, to achieve goals and quality projects.
Learning objectives	• Project design and management structured; • Identify project activities and goals; • Evaluate priorities and plan timeline; • Evaluate activity related resources and optimize them; • Evaluate and mitigate project risks • Apply digital tools for project management

Module title	Strategic thinking. Business plan development
Module description	Training module on how to provide with the knowledge about setting strategic goals and creating business plan, incl. risk and opportunities
Learning objectives	• Provide learners with knowledge to define strategic goals and to create a business plan • Develop practical skills to make winning business plans for optimal use of new digital devices in the library and for the community Develop technical skills for use of new IT facilities for digitalization and for producing of new digital content, supporting the library work

Module title	Change Management (Change Support)
Module description	This module provides further knowledge on how to build a change management strategy and develop clear meaningful objectives for the library services. At the end of the module, the learner will be able to select appropriate tools and set budget targets for the channels adopted, monitor and enhance the marketing activities in an ongoing manner.
Learning objectives	• Understanding the change support process • Analyzing the change support level based on the needs of the organization and the customer • Using change management tools and techniques

Module title	Time management
Module description	Training module on how to make a plan effectively to meet professional and personal goals. Recognize and overcome barriers to manage the time successfully using time management (project management) tools and techniques efficiently.
Learning objectives	• Methods that can be used to increase your motivation, your concentration and focus ability, as well as how to stimulate your brain properly to get maximum results out of the tasks in hand • Using time management (project management) tools and techniques to boost productivity of the organization • Provide technical support to colleagues: create user accounts, customize settings, and provide tips for using time management tools in practice

DESCRIPTION OF THE MODULES

Module title	Taking the Initiative
Module description	The training module aims to provide knowledge and skills to take action on new ideas and opportunities to add value to new or existing endeavors, incl. in a digital environment. The main goal of the training is to develop understanding and practical skills for: • initiating processes that create value in a digital communication environment • taking on challenges and habits for initiative in a working digital environment • independent actions for setting and achieving goals, innovations and optimizations, within the implementation of planned and new tasks in a digital environment
Learning objectives	• effectively delegate tasks and responsibilities in the IT environment • initiate value creation activities - alone and with a team in a virtual environment • motivate others to take the initiative in solving problems and creating value in a digital environment

Module title	Learning through experience
Module description	To present the change in a person's behaviour as a result of the practical application of the conclusions made from the analysis of his personal experience. In experiential learning, knowledge is formed through the transformation of experience.
Learning objectives	• Ability to reflect on knowledge, critically analyze and sift through the useful and important things that need to be remembered; • Understanding the application of what has been learned in acquiring new knowledge; • Developing transferable competencies and the ability to articulate them, to help them transition to professional life • Skills to discuss and share their own experience, describing what happened, analyzing it, followed by "processing" of available information about the experience gained during the lesson. • Attitude to participate in a lesson based on experience, by presenting a problem situation, by participating in role-playing games, case studies, etc. • Skills to formulate conclusions, form principles and direction of action so that these principles can be applied in real life; • Skills to summarize information in the form of: "I learned", "When I find myself in a situation where I will say or do..." because it will help me to ...". • The application of the acquired knowledge depends on the participant himself and the trainer cannot control new situations and the application of the newly acquired knowledge.

DESCRIPTION OF THE MODULES

Module title	Risk management
Module description	The training module will provide knowledge to ensure leadership in libraries in defining and implementing risk management policy, taking into account all possible constraints, including technical, economic and political issues.: • Basic theories of risk management; • Acquaintance with the peculiarities of this type of risk management; • Skills for selection and application of the respective digital tools in case of risk situations in the library management; • Forming in students an understanding of the nature and principles of risk management; • Mastering the ways to effectively resolve conflict situations using the appropriate digital tools.
Learning objectives	• Implementing risk analysis and offering the necessary technical support for successful risk management • Decision-making when the result of this decision is uncertain, when the available information is partial or unclear or when there is a risk of unforeseen results and proposing new technological solutions • Outlining a risk management plan for quickly and flexibly dealing with rapidly changing situations through the relevant digital tools and acquiring the necessary skills to work with them