**BLS 3221 MANAGEMENT OF ELECTRONIC RESOURCES**

**Short description**

This course equips learners with knowledge and skills of creating, maintaining, evaluating and accessing electronic information resources

**Aim**

To enable learners develop capacity to create, manage, evaluate, retrieve and access electronic information resources

**Learning outcome**

**Students should be able to:**

* Explain the nature of electronic information resources
* Demonstrate ability to create, manage and utilise electronic information resources

**Intellectual, Practical and Transferable skills**

* + Knowledge of the intricacies surrounding the management of electronic information resources
  + Skills in creation, management and utilization of electronic information resources

**Teaching and Learning Pattern**

By use of lectures, study visits, group discussions, practical and project

**Indicative Content**

Features of electronic documents, the electronic document life cycle, workflows and processes, selection, collection and creation of electronic documents (e.g. Digitization), organization, storage, retrieval, access and delivery; preservation of electronic documents, challenges of managing electronic documents and Electronic publishing

Digital library software (Greenstone, E-print archive software, Dspace, WINISIS etc), Metadata and digital collections, types of metadata, metadata schemes and elements (e.g. Dublin Core)

Indexing web based information resources, catching, developing information gateways, repackaging of online information (format, language, content analysis, access strategy); subscription to electronic resources, resource sharing and networking, application of electronic documents in the social and Economic contexts, online social collaboration tools (wikis and blogs), copyright and legal issues related to digital materials, the digital divide.

**Assessmentmethod**

Tests, coursework and project will constitute 30% and final examination 70%

**Indicative sources**

1. Jeeron, V.K. 2003. Digital libraries. New Delhi: ESS publications
2. Bielawski, Larry; Boyle, Jim. 1997. Electronic document management systems: a user centered approach for creating, distributing, and managing online publications. New Jersey: Prentice Hall
3. Digital Library Federation website available at http://www.diglib.org