# Introduction to electronic resources management programme

## Timing of sessions

6 hours in session each day. Timetable can be flexible to accommodate normal working patterns. One example would be to have 2 x 2 hour sessions in the morning and 2 x 1 hour sessions in the afternoon e.g.

* 8:30 – 10:30
* 11:00 – 13:00
* 14:00 – 15:00
* 15:30 – 16:30

## *Day One : Using electronic resources*

## Unit 1.0 Introduction and overview

**Timing (45 minutes)**

Start of day

45 mins plenary

Straight into unit 1

## Unit 1.1 Introduction to e-resources

**Timing (45 minutes)**

20 minutes plenary (includes discussion time)

10 minutes working in pairs

15 minutes report back and summary

## Unit 1.2 E-resources available in country

**Timing (90 minutes)**

30 minutes plenary

30 minutes working in pairs

30 minutes report back

## Unit 1.3 Effective searching of e-resources

**Timing (120 minutes)**

30 minutes plenary

75 minutes working in pairs

15 minutes report back and summary

## Unit 1.4 E-resource evaluation tips

**Timing (60 minutes)**

10 minutes plenary

20 minutes working in pairs

10 minutes report back and summary

20 minutes close of day reflection

## *Day Two : Management of electronic resources*

## Unit 2.1: Access models and registration

**Timing (45 minutes)**

10 minutes plenary discussion (Recap Day 1)

35 minutes presentation (includes discussion)

## Unit 2.2 Managing acquisition and purchase

**Timing (45 minutes)**

45 minutes presentation (includes discussion)

## Unit 2.3 Managing user access

**Timing (75 minutes)**

15 minutes presentation

30 minutes group discussion

20 minutes report back

10 minutes summary

## Unit 2.4 Monitoring of access and use

**Timing (75 minutes)**

15 minutes presentation

30 minutes group discussion

20 minutes report back

10 minutes summary

## Unit 2.5 Marketing and promotion

**Timing (120 minutes)**

10 minutes presentation (including discussion)

10 minutes group discussion – why market e-resources

10 minutes report back

20 minutes presentation

20 minutes group discussion – chemistry professor

15 minutes report back

15 minutes presentation and summary

20 minutes close of day reflection

## *Day Three : Training others to use electronic resources*

## Unit 3.1: Training for e-resource use

**Timing (90 minutes)**

10 minutes plenary

45 minutes group work

25 minutes report back

10 minutes summary

## Unit 3.2: Planning for training

**Timing (120 minutes)**

10 minutes plenary (slides 1-3)

5 minutes individual work – Successful training

15 minutes group work

15 minutes report back

15 minutes group work – Identifying trainees

5 minutes report back

10 minutes presentation

15 minutes group work – Opportunities

30 minutes report back and summary

## Unit 3.3: An overview of training and facilitation techniques

**Timing (60 minutes)**

30 minutes presentation

15 minutes discussion in pairs – if timing is tight, reduce time on this exercise as participants can do it alone after the workshop or in action planning in the next session.

15 minutes feedback and summary

## Unit 3.4: Next steps, action plan and closing

**Timing (90 minutes)**

30 minutes workshop summary and agreement on follow up action plans and next steps

20 minutes individual work on action plans

20 minutes report back and discussion of action plans

20 minutes post-workshop assessment and evaluation

Closing