

## PROFILE OF THE PARTICIPANTS

### Information specialists or managers:

- Librarians, information scientists, documentalists or other professionals linked to information services for agriculture in the Caribbean.
- Proven experience and career on information services for agriculture.
- Linked to a national agricultural institution.
- Be able to dedicate from as little to 1.5 hours per day during course operation, including
- readings and assignments, considering on the length and scope of each course.
- Be self motivated, self-disciplined and independent.
- Be unafraid to ask question, receive feed and actively participate in forums
- Be willing to learn and to meet deadlines
- Have regular access to a computer with modem or speed internet connection
- Feel comfortable with computers and the internet, including e-mail and Web.
- Able to learn through "virtual" interaction with a group of professionals



### More Information:



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INSTITUTO INTERAMERICANO  
DE COOPERACIÓN PARA LA  
AGRICULTURA

## CURSO INTERNACIONAL



Orton Memorial Library  
IICA-CATIE

**UN CURSO:**

**CENTRO DE CAPACITACIÓN A  
DISTANCIA**

**HOSPEDADO EN LA PLATAFORMA:**

**ENTORNO VIRTUAL  
INTERACTIVO DE**



## Foreword

Countries face the challenge to access, to organize and to spread great amounts of information and to do it in an efficient way using the new technologies of information and communication (ICT), as well as doing it knowing that "information resources" are fundamental in the processes of reaching competitiveness, sustainability, generation of knowledge, fairness and prosperity.

A suitable management of information in the Caribbean by means of a **"Program of leadership in information management"** will have a positive impact in the functions and practices of governments and private sector, specifically in the provision of better information services for sanitary protection, research, education, extension, trade and businesses of its countries.

In those terms the contribution of the program will be to support the construction of a more dynamic and participative knowledge society in the Caribbean. To settle a group of individuals that can respond to the commitment signed in the Extraordinary Summit of the Americas, the Connectivity V Agenda and the Agro Plan 2003-2015 for agriculture and rural life related with information services. Inside the Agro Plan, a vision of an agriculture for 2015 is stated, where Agri-food chains could count on reliable information systems and expand knowledge for development. And our responsibility is that indeed. Let us work together so we can start our path to that vision.

## UNIT 1: Introduction to Digital Libraries

### Objectives

- To learn about the general aspects involved in the creation of the components and legal framework of a digital library
- To study the concept and components of digital libraries, and related processes.

## UNIT 2: Electronic documents and formats

### Objectives:

- To identify general criteria about electronic documents its formats and characteristics.
- To define the concept of electronic document and to identify properly the different kind of formats.

## UNIT 3: Digitalization

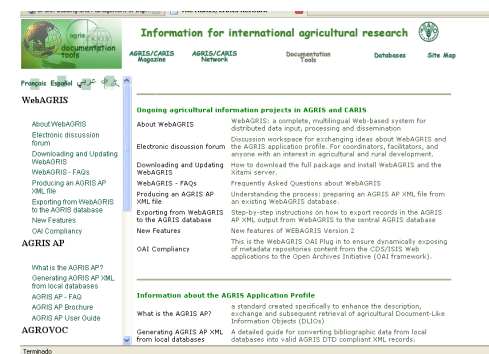
### Objectives:

- To study the necessary concepts for developing the digitalization process of physical documents.
- To discuss the reason for the digitalization process of physical documents

## UNIT 4: Information Processing

### Objectives:

- To know to organize and standardize records in a database with the purpose of recover information in an effective way.
- To understand the importance of use a methodology for standardizes the process of organization of information resources



## UNIT 5: Repository electronic resources

### Objectives:

- To undertake basic procedures for the organization, structure, and storage of electronic resources in repositories
- To identify the structure and management of a repository of information resources