ADDITIONAL EDUCATIONAL PROGRAM (MINOR)
«INFORMATION RESOURCE MANAGER»

For whom it is intended: The additional educational program «Information Resources Manager» (MINOR) is intended for students of all Major educational programs

Relevance: Within the framework of the additional education program «Information Resources Manager», students are invited to study programs for managing institutions of the library and information sphere with professional competencies capable of promptly solving managerial situations and tasks, implementing managerial functions, effectively carrying out administrative, consulting, research, methodological and project activities. It comprehensively examines the issues of library management as a sphere of information, cultural and informational activities. Traditional and specialized management, which is the basis of training, possesses managerial thinking and intuition, provides general information about the development of analytical and organizational abilities of future managers.

Justification: The program is aimed at training specialists with knowledge and skills in the formation and use of library and information resources, the preservation of documentary heritage, the formation of information culture of society and the development of socio-cultural communications.

The management of the library system of the Republic of Kazakhstan is one of the main directions of the country's development strategy, since the XXI century is the century of universal informatization. Since librarianship is currently one of the most important areas of global expansion of the digital information space, the developed educational program is additional. The main objective of the additional education program «Information Resources Manager» is the formation and development of the science of library and information management of the future library specialist, the formation of legislative foundations of library management, theoretical foundations of library management and organizational relations in the library management system, management process, personnel management, improvement of library management at the present stage, improving the modern library-to instill skills in the use of information technologies and resources.

Purpose: training of highly qualified specialists in the field of library and information management based on the principles and patterns of management. Training of specialists for libraries and information institutions of various types and industries with the skills of technological, information and analytical, design, methodological, psychological and pedagogical, organizational and managerial activities.

Providing students with professionally relevant special knowledge, skills and abilities in the field of theory and practice of library management. To reveal the possibilities of the management activity concept. To prepare a graduate to solve the tasks of professional activity, students must master organizational and managerial, information and analytical, technological, psychological and pedagogical, cultural skills. The professional competencies of the program specialist can be used in the following areas: information and communication technologies, education and science, culture, administrative and managerial activities in which it is necessary to effectively solve the tasks of collecting, analyzing, organizing and presenting information, organizing information services for various categories of users, developing technology for information and analytical support of professional industries.

Program Description:

1. The program (Minor) consists of 3 disciplines, each discipline has 5 credits, in total the student must master 15 credits.
2. The program (Minor) «Information Resources Manager» does not require pre-requisites.
3. The number of credits for obtaining a bachelor's degree remains unchanged at least 240 credits.

Program content:

Name of the discipline	Description of the discipline	Teaching outcomes
Library Management	Theoretical foundations of library management, organizational relations in the library management system, management process,	LOD1-knowledge of concepts and approaches developed at various stages of

	personnel management, improvement of library management at the present stage, the use of modern library and information technologies and resources. To know the methods of analysis, planning in the library sphere, in the process of learning to master the achievements of management science, the content and features of the management process, the laws of development, the structure of library management.	the evolution of global management; LOD2-professional knowledge of the methodology of strategic management of library and information activities; LOD3-knowledge of the principles of innovation management and the ability to manage the news process in library and information institutions; LOD 4-the content and structure of science to know the principles, functions and forms of managerial activity in the field of librarianship.
Marketing of library and information activities	In this course, students get acquainted with the methods of research and forecasting of information requests, direct the resource capabilities of the library, find a marketing approach to the organization and management of bibliographic activities of libraries. To teach to provide library products and services as fully as possible, focusing on the needs and requests of users. To teach students to know the general rules of marketing, the essence of marketing of library information products, the types of marketing used in library practice, the basic concepts of marketing planning of bibliographic activities of the library.	LOD1-be able to use the method of marketing research to study the information market and organizational marketing approach in the organization and management of information and bibliographic activities. LOD 2-knows the goals and objectives, modern methods and problems of monitoring management in the organization. LOD 3-mastering the general problems of using organizational marketing in the field of library activity. LOD 4-marketing research in the library, development of methods and techniques of library and organizational marketing, general methodological principles of library marketing formation.
Documentation support management	To know the peculiarities of studying the rules, methods and means of rational organization of documentation support of management in the conditions of information and library institutions. Knowledge of the composition, structure and typological features of management documentation systems operating in libraries and information services. Theoretical foundations of management documentation support, problems of documenting information	LOD 1-Basic concepts in the field of documentation management, knowledge of current approaches and rules for organizing the work of documentation management services in libraries and information services; LOD 2-the formation of proposals for the organization

	in the structure of management activities. The organization of work with documents as the basis for the rational organization of work on the management of documentation support.	of ensuring the effective work of educational activities in the information and library sphere, the development of various types of management documents. LOD 3-represents the level of development in the introduction of new information technologies into the practice of all libraries of the Republic of Kazakhstan.