REPUBLIQUE ALGERIENNE DEMOCRATIQUE ET POPULAIRE

**MINISTERE DE L'ENSEIGNEMENT SUPERIEUR
ET DE LA RECHERCHE SCIENTIFIQUE**

HARMONISATION

OFFRE DE FORMATION MASTER
ACADEMIQUE

Etablissement	Faculté / Institut	Département
université Mohamed kheider- biskra	Faculté des sciences humaines et sociales	**Sciences humaines**

Domaine: Sciences humaines et sociales.

Filière::Sciences humaines –Bibliothéconomie.

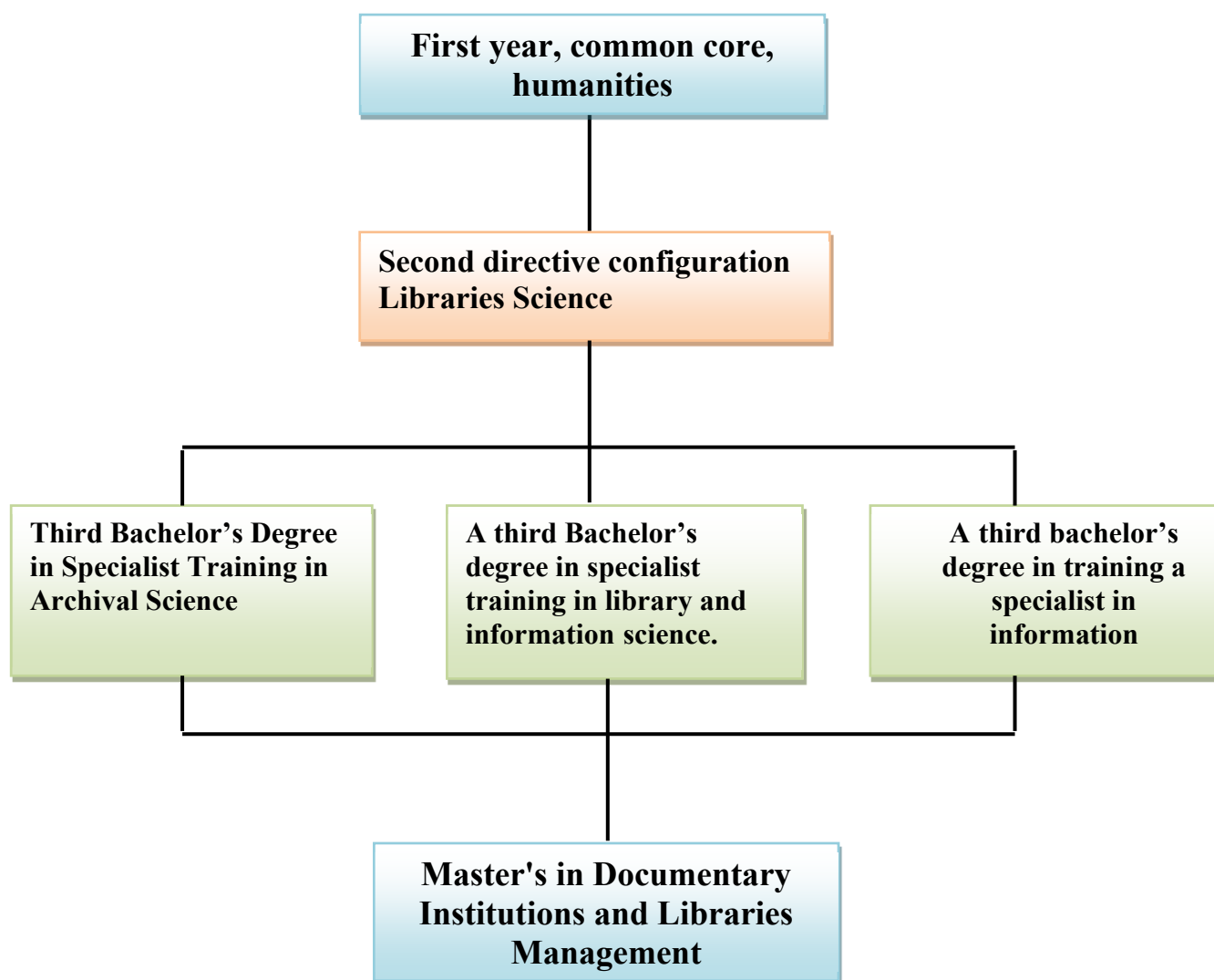**Spécialité:**Administration des organismes documentaires et des bibliothèques

Année Universitaire : 20172018-.

Master identity card

Mohamed Khider University Biskra
Management of Documentary Institutions and Libraries.
college year : 2017/2018

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1- Training framework and objectives:
A - The general organization of the training: the status of the project

If several training courses are proposed for the Master's degree or there are training courses sponsored by the institution (whether from the same training team or other training teams), please determine the status of this project compared to other tracks according to the

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        ┌─────────────────────────────┐
        │   First year, common core,  │
        │         humanities          │
        └─────────────────────────────┘
                      │
        ┌─────────────────────────────┐
        │ Second directive configuration │
        │      Libraries Science      │
        └─────────────────────────────┘
                      │
     ┌────────────────┼────────────────┐
┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│ Third        │ │ A third      │ │ A third      │
│ Bachelor's   │ │ Bachelor's   │ │ bachelor's   │
│ Degree in    │ │ degree in    │ │ degree in    │
│ Specialist   │ │ specialist   │ │ training a   │
│ Training in  │ │ training in  │ │ specialist   │
│ Archival     │ │ library and  │ │ in           │
│ Science      │ │ information  │ │ information  │
│              │ │ science.     │ │              │
└──────────────┘ └──────────────┘ └──────────────┘
     └────────────────┼────────────────┘
        ┌─────────────────────────────┐
        │   Master's in Documentary   │
        │   Institutions and Libraries│
        │        Management           │
        └─────────────────────────────┘
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B- Conditions for admission to the master's degree: (Determining the typical paths for the bachelor's degree that allow enrollment in the training in the proposed master's degree)

- The student must have an LMD degree in library science (specialization in information technology and documentation, specialization in library and information science, specialization in archival science).

Or a Bachelor of Library Science in a classical system according to the percentage specified by the ministerial circular in this regard.

- The student must have obtained 180 credits in the regular course during the first phase.

- The student's GPA in the first cycle - Bachelor's - must be equal to or higher than 11.60/20.

- Failure to appear before the Disciplinary Council.

- Providing a certificate of good conduct to the student nominated for the master's degree.

- Arranging according to the grades earned in the previous three academic years to motivate bachelor's students to persevere.

The ranking is based on the grades earned during the bachelor's degree track for students who succeed in the first session only, i.e. the regular session.

- Enrollment in the master's degree is according to the degree of merit after ranking and according to the available pedagogical seats.

- Master's stage: This stage will consist of educational units distributed over four (04) semesters, and it is an open stage on one (01) track "Management of Documentary Institutions and Libraries" for every student who holds an academic bachelor's degree and meets the pedagogical and administrative conditions required to join this stage.

This training also prepares for a distinct task, which is preparing for scientific research directed from the beginning to carry out research activity in the university community (Master of Research).

C- Training objectives

The management of documentary institutions and libraries, or what is called the management of documentary and information units, is the method followed by the information specialist to determine the best ways to upgrade, make available, and implement plans and programs for managing and organizing information in the practical system and public and private service sites.

Accordingly, the management of documentary institutions and libraries can be defined as:

• The science that organizes the professional framework for the management and control of the institution with the aim of facilitating the preservation, organization, availability, and retrieval of information.

• Management is the language of management in libraries and information centers. It is the process of controlling interests and bodies, through implementing a set of procedures and functions related to them.

Management is a process carried out by the information specialist to issue or present a management situation that affects the organization.

• In its professional sense, it is a group of distinct episodes that are sequential in their steps by controlling the activities of professionals in documentary institutions and libraries.

• Management in the library and information specialty includes the documentary, pedagogical, commercial, and accounting concepts to which organizations are subject, which is the field of library economics.

• The field of library management has become one of the foundations of scientific and technical innovation on which organizations are based in the current era, and it is one of the leading methods for advancing the profession and opening up to other activities and specializations. Such as the information society and the knowledge society. The meaning of management has developed in a strong way in our time, and this requires the presence of skills and competencies that create the conditions for the creative and productive process in a formal organization that allows the follow-up of various types of process phases and their circumstances.

Therefore, this academic master aims to:

• Training that enables the preparation of researchers capable of integrating into the knowledge production process in the aforementioned fields of specialization.

• Enabling graduate students, as library and information specialists, to quickly integrate into the modern paths of administration and the management of institutions by controlling modern methods and means for following up on departments, departments and library branches in the territory of specialization.

• Promoting various documentary institutions and libraries at the local, regional and national levels.

• Effective management of the units and information systems of various public and private institutions.

• Effective management of new management systems based on the effective use of scientific and technical information about controlling information systems.

• Providing training that enables rapid and effective integration into the labor market.

• Integrating the economic culture for the trainees so that they keep pace with the leading management approaches.

• Practicing the inclusion of modern management systems related to the economy in the field of library organization.

• Opening a new space for the stakeholders to know the true value of the administrative role.

D- Targeted qualifications and capabilities

The formative process should not be limited to the sole objective of a particular product, or a particular service that can be currently identified, but should provide students with theoretical foundations and provide them with conceptual/terminological tools that help them adapt to the inevitable advances in information systems and documentation without closing themselves off. In a specific activity, with the aim of preparing competencies and specialists in a specific activity, managing documentary institutions and libraries, and promoting public and private institutions, but also diversity in the field because they will not practice the same activity throughout their lives.

To ensure professional diversity, you must demonstrate:

1) Administrative skills:
- Evaluating the information and determining the conditions for its presentation
- Relying on management and management as the main organizational method.
- Restructuring the technical structure of information management and its role in the life of the individual and the organization (to make it accessible to the public and according to its needs)
-Determine the conditions for enrollment and service

2) Organizational skills:
- Defining the production and distribution chain and the role of all actors
- project management
- Preparing master plans

3) Technical skills:
-Identifying and evaluating information systems areas.
- Promoting the role of the Information and Documentation Institution in society.
- Use of information technology in the organization.
- Gaining professional experience in managing information systems.

E- Regional and national capabilities for employability

These regional and national capabilities for employability lie in:

• In institutions and information systems, whose activities are based on information and documentation services: documentary institutions (libraries of all kinds; documentation centers; educational centers).

Envoyer des commentaires
Panneaux latéraux
Historique
Enregistrées

Semester organization card for education

Semester: first

Evaluation Method		Credits	Coefficient	Weekly Courier Volume				semester Courier Volume	Education unit
Continous	**Exam**			others	TP	TD	Cour	16-14 Week	
		20	09	6		6	6	180	Scientific management of information systems
✖	✖	05	03	1.30		1,30	1,30	45	Introduction to mining
✖	✖	05	02	1.30		1,30	1,30	45	Evaluation of information and documentation systems
✖	✖	05	02	1.30		1,30	1,30	45	Management of documentary institutions and libraries
✖	✖	05	02	1.30		1,30	1,30	45	**Education unit: Methodologie**
		07	04	3		3	3	90	Sociological Psychology of Communication
✖	✖	03	02	1.30		1,30	1,30	45	Scientific Research Methodologies
✖	✖	04	02	1.30		1,30	1,30	45	**Education unit: Exploratory**
		02	02	3			3	45	Cultural industries.
	✖	01	01	1,30			1,30	22.30	Intellectual property and copyright
	✖	01	01	1,30			1,30	22.30	**Education unit: Horizontal**
		01	01	1.30		1.30		22.30	English
✖		01	01	1.30		1,30		22.30	
		30	16	13.30		10,50	12,00	337.30	**Total Semestre 1**

Semester: Second

Evaluation Method		Credits	Coefficient	Weekly Courier Volume				semester Courier Volume	Education unit
Continous	Exam			others	TP	TD	Cour	16-14 Week	
		20	09	6		6	6	180	**Education unit:basic**
✖	✖	05	03	1.30		1,30	1,30	45	Enterprise bets and strategies
✖	✖	05	02	1.30		1,30	1,30	45	Human Resource Management
✖	✖	05	02	1.30		1,30	1,30	45	Managing financial resources and budget
✖	✖	05	02	1.30		1,30	1,30	45	Economy and distribution of information
		07	04	3		3	3	90	**Education unit: Methodologie**
✖	✖	03	02	1.30		1,30	1,30	45	**Administrative editing**
✖	✖	04	02	1.30		1,30	1,30	45	Institutional communication
		02	02	3			3	45	**Education unit: Exploratory**
	✖	01	01	1,30			1,30	22.30	Human engineering (ergonomics) in libraries
	✖	01	01	1,30			1,30	22.30	time management
		01	01	1.30		1.30		22.30	**Education unit: Horizontal**
✖		01	01	1.30		1,30		22.30	English
		30	16	13.30		10,50	12,00	337.30	**Total Semestre 1**

Semester: Third

Evaluation Method		Credits	Coefficient	Weekly Courier Volume				semester Courier Volume	Education unit
Continous	Exam			others	TP	TD	Cour	16-14 Week	
		20	09	6		6	6	180	**Education unit: basic**
✗	✗	05	03	1.30		1,30	1,30	45	Quality in documentary institutions
✗	✗	05	02	1.30		1,30	1,30	45	Management and development of information sources
✗	✗	05	02	1.30		1,30	1,30	45	International Information Legislation and Standards
✗	✗	05	02	1.30		1,30	1,30	45	Acquisition of documentary software
		07	04	3		3	3	90	**Education unit: Methodologie**
✗	✗	03	02	1.30		1,30	1,30	45	Project Leadership and Entrepreneurship
✗	✗	04	02	1.30		1,30	1,30	45	Scientific research methodology
		02	02	3			3	45	**Education unit: Exploratory**
	✗	01	01	1,30			1,30	22.30	Statistics and SPSS
	✗	01	01	1,30			1,30	22.30	Cultural mediation
		01	01	1.30		1.30		22.30	**Education unit: Horizontal**
✗		01	01	1.30		1,30		22.30	English
		30	16	13.30		10,50	12,00	337.30	**Total Semestre 3**

Mohamed Khider University Biskra

Management of Documentary Institutions and Libraries.

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college year : 2017/2018

-4The fourth semester:

Field: Humanities and Social Sciences
Branch: Human Sciences - Library Science
Specialization: Management of documentary institutions and libraries
An internship at an institution culminates in a memorandum of discussion

Credits	Coefficient	Weekly Courier Volume	
18	08	14	Personal work (Master's theses)
08	05	06	Lurk in the institution
04	03	4	Forum to follow up on the completion
30	16	24 x360 = 15	**Total Semestre** 4

Semester : first

Master's Title: Management of Documentary Institutions and Libraries
Semester: The First
Unit Name: Basic
Course Name: Scientific management of information systems
Credits: 5
Coefficient: 2

Educational Objectives:
1. Upgrading traditional perceptions of information systems with scientific management systems.
2. Introducing the student to developments in the field of management and promotion of information and documentation institutions.
3. Acquiring typical skills for working at the unit level "information systems in the culture sector, university and research centers".

Previous knowledge:
- Organizing and managing information systems
- Collections development policy
- Economic and administrative institutions in Algeria

Course Contents:
- Principles of management in information systems
- Managing public administration
- Information systems/information system concept/information and documents system/administrative institutions.
- Traditional functions of library management:
  - Leadership function/production function/financial function/human resources management function/marketing function.

Evaluation Method: Evaluation exams + directed work.

References:

6.Delmond, mariehéléne ; Management des systèmes d'information ; paris :dunod,2007
7.Management de projet ;gray chfford ;paris :dunod ,2007.

Semester: The First
Unit Name: Basic
Course Name: introduction to management principles
Credits: 5
Coefficient: 2
Education objectives:
  .1Controlling the terms and concepts of information management is the field of library science and documentary sciences
  .2Develop and improve performance by relying on globally approved management models.
Prior knowledge required:
 •Marketing information systems
 •Scientific management of information systems.
 •Governance and professional ethics

Article content:
  .1Basic concepts and terminology for information systems management and documentation.
  .2Modern management philosophy.
  .3Schools and theories of information systems.
  .4The concept of information systems management.
  .5Introduction to mining and documentation.
  .6General principles of management.
  .7Mining jobs in media and information.
  .8Recent developments in the field of information management.

The personal work of each student is to follow schools, information systems and mining jobs
Evaluation method: continuous observation, examination, etc. (weighting is left to the discretion of the training team(
References:

1. Unteereiner, gilles ; différences culturelle et management ; paris : maxima ; 2004.
2. Alecia, serge, foucher, dominique ; le management dans le service. public ;
paris :ed. Organisation, 2002.
3. Sutter, eric ;le management de l'information :presentation commentée du document de normalisation ;paris :adbs,2005.
4. Cseau, Yves ; management et modèles pour le système d'information analyse de la valeur, organisation et management ; paris: dunod, 2007.
5. Alain charles ; sciences du management, épistémologie, pragmatique et anthropologie ; paris : Vuibert ,2007

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Semester: First
Unit name: basic
Course name: Evaluation of information and documentation systems
Credits:2
Coefficient:5

Education objectives:

- Identify the role of evaluation.
- Interaction in the outcome of information systemsactivitythroughevaluation.
- Aligning information systems challenges withachievingevaluation objectives.

Prior knowledgerequired:

1. Controlling the basic concepts of evaluation.
2. Management and the ability to organize information structures.
3. Risk management in information systems

Course Contents:

1- Basic terms for evaluating information systems.
2- Principles of evaluating information systems.
3- Evaluative indicators for information systems.
4- Evaluation standards and specifications in information systems.
5- Factorsaffecting the evaluation of information systems.
6- Evaluation ethics in information systems
7- Coordinatingevaluation efforts in information systems.

The personalwork of eachstudentis to pursue applications for evaluating information systems.

Evaluation method:continuous observation, examination, etc. (weightingisleft to the discretion of the training team)

References:

1. Valeur and competitivité de l'information documentaire: l'analyse de la veleur en documentation/Jean Miche, Eric Sutter.-2ème ed.-Paris: ADBS, 1994.-128 p.
2. Covers in documentation (Les):calculations, analyzes and decisions/Emmanuel Moulin.-Paris: ADBS, 1995.-358 p.
3. Quality in information services 1992-1994/Annick Duflos.-Paris: ADBS, 1995.-177 p.
4. Elaboration on the boardtable: comment at the center of the documentation/ Florence Zanier.-Paris: ADBS, 1995
5. A practical guide for evaluating the quality of activity documents/Maryse Cailleaux, Josette Locicero, Chantal Simon, Catherine Rigaud, etc...
6. Services d'information and quality/EricSutter.-Paris: ADBS, d.l.1992.-153 p.
7. Reproduction of systems documents/ Jean Pintea.-Paris: Ed. d'organisation, d.l.1995.-p.168
8. Valeur de l'information entre dette et don/Alain Milon.-Paris: PUF, 1999.-232 p

The first semester(the first hexagon)
The Basic Education Unit (BEU)
Course name: Management Information Systems
Education objectives:
- To enable students understand the leadership role of Management Information Systems
- to help students have acquired a deeper understanding and knowledge of important facets of information systems, information system design and information system organization and management.

previous gains:
- Organizing and managing information systems.
- Evaluation and marketing of information systems.
- Archive processing.

Thematic contents:
- The definition of management information systems.
- The importance of management information systems.
- Organizational levels of information management.
- Competitive advantage of information systems.
- Current trends in management information systems.

Individual work for each student It focus of pursuing the information systems concepts, levels, and its competitive advantage of management systems specialized to information systems and libraries.
Evaluation method:Continuous assessment,exam…………ect, Weighting is left to the discretion of the configuration team
References
1. SaadGhalebYassin,**Principales of Management Information Systems and Information Technology, ,** Amman: Dar Al-Manhaj for Publishing and Distribution, 2012.
2. Ahmed FawziMolokhia,**Management Information Systems ,** Cairo, Dar Al-Fikr Al-Jami'i, 2007.
3. Management Information Systems - Basic Concepts - Cairo, University House, 1999.
4. Management information systems based on computer technology, Cairo 2001.
5. Modern Information Technologies, Cairo, New University House, 2005.
6. Principles of Management, Systems Introduction to the Analysis of the Administrative Process, Cairo: University House, 1993.

Hexagram: the first
Unit name: Methodology
Course Name: Sociological Psychology of Communication
Balance:2
Parameter:1
Education objectives:
Highlighting the importance of both psychology and sociology in analyzing the communication spectrum with the aim of:
A - Understanding the behavior of library users according to various characteristics (social and cultural milieu, age, geographical origin).
B - Develop a communication policy that meets the needs of users (studying their motivations, needs and aspirations according to various social and cultural institutions.)
C - The ability to respond in a timely manner to the future needs of society in the field of media (expectations

Prior knowledge required:
• Social psychology of communication
• Governance and professional ethics.

Article content:
1- Communication in society
- A general introduction and definition of the field of study.
Contact forms.
Communication barriers.
Language and communication.
Communication tools.
-Information:
-Theories of mass communication.
2- The social psychology of reading
3- Analyzing the behavior of library users
4-Guidance
-Guidance in information systems
-Guidance in libraries.
The personal work of each student consists of pursuing the foundations of human and professional communication in organizations through applications and field work.

Evaluation method: continuous observation, examination, etc. (weighting is left to the discretion of the training team)
the reviewer:
1. Bougnoux Daniel. Sciences of information and communication. Edition Larousse, collection of essential texts, 1994
2. Lasswell Harold. Structure and function of communication in the society. 1948
3. Mattelard A. et M. History of the stories of communication, ed. La découverte, 1995.

4. Meunier J.P. and Peraya D., Introduction to communication themes, De Bœck University, 1993.

5. Mucchielli A., New communication. Epistemology of sciences info-com, Armand Colin, 2000.

6. EscarpitRobert.L'information and communication: théorie générale, Nov. ed. Paris, Hachette, 1991. (Hachette université. Communication).

7. Muhammad Awad; Anwar Al-Abadi, Media Psychology, Amman: Dar Hamed, 2016.

Semester: First
Unit Name: Methodology
Course Name: Scientific Research Methodologies
Credits: 4
Coefficient: 3
Educational Objectives:

4. To deal with modern methodological applications.
5. To acquaint students with the developments in research methodologies related to management information systems.
6. To acquire skills in implementing these developments and updates in work and professional practice.
7. To effectively and complementarily use various research tools: dictionary, encyclopedia, guide, search engine, metasearch, invisible web and free databases.
8. **Prior knowledge:**

- Schools and Curricula
- Project management methodology.
- **Course Contents:**
- **First Lecture: Methods and information collection tools**

1. Scientific laws and theories.
2. Types of documents and information.
3. Methods of information retrieval
4. The scientific method.
5. Research preparation skills.
6. Ethics of scientific research.
7. Scientific methodology and its issues.

Each student's individual work consists of following the principles of bibliographic work and documentary research and appreciating the preparation of research and dissertations through applications and directed tasks.

Evaluation Method: Continuous monitoring, examination... etc. (The weighting is left to the discretion of the training team).

References:

1. Abdelkader Delimi. Fundamentals of Methodological Research in Media Studies. Dar Al-Nahda Al-Arabia, 2008.
2. Abdul Rahman Badawi. The Scientific Method. Dar Al-Fikr Al-Jamai, 2002.
3. Mahmoud Abu Bakr. Statistical Methodology. Dar Al-Nahda Al-Arabia, 2000.
4. Ahmed Badr. Fundamentals of Scientific Research and its Methodologies. The Egyptian Lebanese House, 2001.
5. Madeleine Grawitz. Method in Social Sciences. Dalloz. 2003.
6. Claude Morizio. Information Research. ADBS. 2002.
7. Bernard Pochet. Documentary Methodology: How to Access Scientific Literature in the Internet Era? De Boeck. 2005.
8. Raymond Boudon. The Methods in Sociology. Que sais-je? 1991.
9. Jean-Louis Loubet Del Bayle. Practical Initiation to Documentary Research. L'Harmattan. 2000.

Hexagram: the first
Unit name: exploratory
Subject name: Cultural industries.
Balance:1
Parameter:1
Education objectives:
- Controlling the terminology and concepts contained in the knowledge field of library and information science
- Dealing with updates in the field of creativity, culture, and cultural industries.
References:
Prior knowledge required:
1. Openness to modern technologies.
2. General culture

Contents
1. Identification of cultural industries
2. Creative industries
3. content industry
4. Cultural property and services
5. Cultural industry characteristics
6. Audio-visual products (music, movies, photos, books, arts, periodicals)
7. Electronic Products
8. International agreements

Evaluation method:
Evaluation exams + directed work
1. UNESCO. Les industries culturelles : Un enjeu pour l'avenir de la culture. Paris : Unesco, 1982
2. Bouquillion Philippe. Les industries de la culture et de la communication. Les stratégies du capitalisme. Paris : PUG, 2008
3. Bouquillion Philippe, Combès Yolande (dirigé par). Les industries de la culture et de la communication en mutation. Paris : L'Harmattan, 2007
4. Miège Bernard (dirigé par). La concentration dans les industries de contenu. Réseaux, n°131, Paris : Lavoisier, 2005
5. Miège Bernard. Les industries du contenu face à l'ordre informationnel. Paris : PUG, 2000

Hexagram: the first
Unit name: exploratory
Article name: Intellectual property and copyright
Balance:1
Parameter:1
Education objectives:
- Controlling the legal systems of ownership.
- Openness to global copyright experiences.
- Reliance on official procedures in transactions. Openness to international and Algerian legislation related to intangible, informational, and cognitive products.
- The ability to deal with legal texts.

Article content:
1. An introduction to intellectual and literary property rights.
2. The concept and definition of rights.
3. The status of rights in Algeria.
4. Among them are the rights holders
5. Intellectual and material moral rights
6. Compensation of rights to assets and institutions.
7. The economic role of property rights.
8. Global experiences on intellectual and literary property rights.
9. Intellectual property and copyright in the digital environment
Evaluation method: continuous observation, examination, etc. (weighting is left to the discretion of the training team)
References:

1. Frochot Didier. Information documentaire et veille juridique. 2003

2. Jez Emmanuel et Pansier Frédéric-Jérôme. Initiation à l'Internet juridique. Paris: Litec, 1998

3. Ladrieu Jacques. Droit de l'Internet. Paris: Ellipses, 2005

4. Becourt Daniel, Carneroli Sandrine. Dépôt légal, de l'écrit à l'électronique. Paris: Litec, 2001

5. Bensoussian Alain. Le multimédia et le droit. Paris: Hermès, 1998

6. Code de la propriété intellectuelle. JO 2004

7. Farchy Joëlle, Ralletalain. Droits d'auteur et numérique. Paris: Hermès, 2002

8. Vivant Michel, Maffre-Bauge Agnès. Internet et la propriété intellectuelle: le doit, l'information et les réseaux. Paris: Institut français des relations internationales, 2002

9. Wekstein Isabelle. Droits voisins du droit d'auteur et numérique. Paris: Litec, 2002

10. http://www.droit-tic.com-http://www.servicedoc.info

Hexagram: the first
Unit name: exploratory
Article name: Intellectual property and copyright
Balance:1
Parameter:1
Education objectives:

THE OBJECTIVE OF THE MODULE

To familiarize students with the register of information and communication science in English.

- Objectifs
  - Comprendre et utiliser l'anglais tant dans la vie quotidienne que dans ses activités professionnelles
- Compétences :
  L'étudiant doit être capable de :
  - Comprendre et s'exprimer de façon compréhensible dans des situations de la vie quotidienne et professionnelle
  - Comprendre sans erreur les consignes d'un programme informatique ou d'un moteur de recherche sur le web

CONTENT

-Study of specialized texts related to the different technical modules included in the second year program.
-Structural consolidation according to the student's difficulties.
- The paragraph is techniques with practical activities.
-The essay its techniques with practical activities.
Evaluation exams + directed work
References:

1. Leas. Marilyn and Meadows John: Teaching and learningwith ICT in the Primary School. New York, Dryden press (2004).4.
2.Taylor.The Computer in the School. New York: Teacher College Press. -2000
3. Popham, w.j.educational evaluation. London. prentice hall 2004.
4. Jeskanen, sundsrtom. Ict statistics at the new millennium. Developing official statistics measuring the diffusion of ict and its impact. Paper present at iaos satellite meeting on statistics for information society..malysia.2000

Semester : Third

Master's Title: Management of Documentary Institutions and Libraries.
Semester: the third
Unit name: basic
Course name: Quality in documentary institutions
Balance:5
Coefficient:2
Education objectives:
Training students in new normative and organizational orientations.
Highlighting the role of quality in developing public service.
Intensifying developments in the administrative profession and its applications to information systems
Prior knowledge required:
Information systems marketing
Evaluation of information systems
Article content:
1.The intellectual and theoretical framework of quality management.
2. Development of the concept of quality.
3. Principles of quality management.
4. Quality management in service institutions.
5. The general framework of the concept of quality in library and information science.
6. The quality of the use of information technology in libraries and information centers.
7. Strategies for training, recruitment and quality.
The personal work of each student is to follow up on applying the foundations of quality to services in information systems and libraries through guided exercises on such an activity.

Evaluation method: continuous observation, examination, etc. (weighting is left to the discretion of the training team)
References:
1. Al-Barawi, Nizar Abdel Majeed and others, Quality Management, an Introduction to Excellence and Leadership, Concepts, Foundations, and Applications, Amman: Al-Warraq Foundation, 2001.
2. 2. Al-Tarturi, Muhammad Awad and others, Total Quality Management in Higher Education Institutions, Libraries and Information Centres, Amman: Dar Al-Masirah, 2006.
3. 3. Jarouche Audrey, Information Technologies and Networks, Riyadh, King Abdulaziz Library, 1998.
4. 4. Hammoud, KhudairKazem, Total Quality Management and Customer Service, Amman: Dar Al-Masirah, 2000.
5. 5. Al-Samarrai, Mahdi Saleh, Total Quality Management in the Production and Service Sectors, Amman: Dar Jarir, 2000

Master's Title: Management of Documentary Institutions and Libraries.
Semester: the third
Unit name: basic
Course name: Developing information sources
Balance:5
Coefficient:2
Education objectives:
Introducing the basic sources of information and methods of using them, as well as -
the developments these sources have witnessed in various branches of human
knowledge.
The student must be in control of the supply professions, relations with suppliers, -
and the world of publishing.
- The student's knowledge of the general principles of group development policy.
- Study the various channels of subscription to information sources.
Introducing the student to the developments taking place at the level of group -
development.
- Promoting dealing with various information sources, electronic and digital.
Article content:
* The first axis: sources of information and group development.
1. Development of information sources.
2. Sections of information sources.
3. Traditional and electronic information containers.
4. Group development course
5. Building information sources and collections
• The second axis: Factors affecting the development of information sources.
1. Establish a group development policy.
2. Study of the beneficiary community.
3. Evaluation of groups.
4. Purify groups.
• The third axis: subscriptions and the role of the Internet in building collections.
1. Organizing subscriptions to periodicals.
2. Preparing subscription agreements.
3. Supply of subscriptions.
4. Electronic commerce for information vessels.
5. Electronic acquisition from publishers and suppliers.
6. Free sources of information on the Internet.

The personal work of each student includes research specialization and standards for
the process of maintaining the collections

Evaluation method: continuous observation, examination, etc. (weighting is left to the
discretion of the training team

Course Name: International Information Legislation and Standards
credits: 5
Coefficient: 2
Educational objectives :
   A- Know the principles of legislation and activate its role in the information economy.
  B- Develop knowledge and research laws that link information to economics.
C- Intensify legal references for information systems.
Prior knowledge required:
  Organization and management of information systems.
  Scientific management of information systems.

Article content:
• History of information systems legislation.
• Fields of information systems and library management.
• Common legislation accompanying information systems.
• The development of laws on state property and the conclusion of public contracts.
• Copyright and intellectual property rights.
• Legal deposit and acquisition of national and international identification information.
• Principles governing the public utility.
• Foresight and perspectives of information systems law.
The personal work of each student is to focus on mastering international legislation and administrative results represented in specifications and standards.

Assessment method: continuous observation, examination, etc.
references :
1- Hamdi Al-Qubailat: Administrative law, Amman: Dar Wael, 2008
2- Mahmoud Abdel Majeed Al-Maghribi; Introduction to administrative law, Libya: Dar Al-Bilad, 1984
3- Abdel-Ghani Bassiouni Abdullah: Administrative law: Cairo as an establishment of knowledge: 2004.
4- Fasli Idris: Copyright and related rights, Algeria: DCT, 2008.
5- Qamouh, Najia. The legal and regulatory framework of public libraries in Algeria, Constantine 1997. "Master'sthesis in library science".

Master's Title: Management of Documentary Institutions and Libraries.
Semester: the third
Unit name: basic
Course name: Acquisition of documentary software
Balance:5
Coefficient:2
Education objectives:
 -Dealing with information networks.
 -Introducing the student to developments in informatics and the Internet.
 -Knowledge of software and its professional and management systems.
Prior knowledge required:
 -Openness to modern technologies.
 -Controlling automated media and querying databases.
Article content:
 •Introduction to information networks and the Internet.
 •Types of networks.
 •Information network systems.
 •Development of information systems (local and international networks.
 •Advantages of information networks.
 •Pioneering experiences in information networks.
 •Documentary software
 •Selection of software
 •Software foundations
 •Technical differences between software
 •Business systems and software
 •Technical standards for information networks
The personal work of each student is to legalize the acquisition of documentary software in accordance with the applicable regulatory and legal procedures.
Evaluation method: continuous observation, examination, etc. (weighting is left to the discretion of the training team :

 References:
1-Morizio Claude. La recherche d'information. ADBS. 2002
2-Chartron Ghislaine. Les chercheurs et la documentation numérique: nouveaux services et usages. Cercle de la librairie. 2002.
3-gilbert varet ; lascience et son information à l'heure d'internet ; pris : puf, 2000.

4- JOULAIN, C., LABASSE, B, *Information et réseaux : à nouvelles technologies, vieilles techniques,* in : Les cahiers du journalisme, n°5, pp 8-21.

Master'sTitle: Management of Documentary Organizations and Libraries.
Semester:: the third
Unit name:Methodology
Course Name:Project Leadership and Entrepreneurship
Credits:2
Coefficient:1

Education objectives:

A - Develop a policy and methodology capable of trackingprojects in information management and documentation.
B - The ability to track the most important business upgrade paths and projects at the level of information units.

Prior knowledgerequired:

- Control the principles of economic management.
- Sociology of projects.
Coursecontent:
A- The importance of projects in information systems.
1- History of the economicapproach.
2- Methods used in economicorganization.
3- The practical stages of economicorganization.

B- Principles for completing information systemsprojects.

C- Stages of projectcompletion.
D- Follow up on information systemsprojects
4- Statistical balance.
5- Treatment.
6- Evaluation.
7- Completion of documentaryprojects.
8- The personalwork of eachstudentconsists of training in preparingprojects and structuring the component towards the culture of the institution.

Evaluation method:continuous observation, examination, etc. (weightingisleft to the discretion of the training team)

References:

1. Muhammad, Heikal; Small project management skills; Cairo: Nile Arab Group; 2003.
2. Magda Al-Attiya; Small project management; Cairo: Nile Arab Group; 2003.
3. Saad Sadiq Beheiry: Project Management, Cairo: University House, 2005.
4. -Naim Naseer; Project management and evaluation; Cairo: Arab Organization for Administrative Development, 2005.
5. Chantal Morley ; Gestion of a project system of information:principles, techniques, use in the future and exits; Paris: Dunod, 1996; 254p.
5. Chantal Morley ; Introduction to the project system and information:principles, techniques, methods and results; paris, dunod, 2001.

6. jacques pansard;Reussir son projet système d'information: les régles d'or; Paris: Ed d'organisation, 2001.

7. Emmanuel ; tchemeni; Enterprise evaluation; paris: economica, 2003

8. Gray, cliffordf ; Project management: manuel and applications, Paris: Dunod, 2007.

Master's Title: Management of Documentary Institutions and Libraries.
Hexagram: the third
Unit name: Methodology
Course name: Scientific research methodology
Credits:3
Coefficient:4

Education objectives:
1- Dealing with modern methodological applications.
2- Introducing the student to developments in research methods in the field of information systems management
3- Acquire skill in activating these developments and updates in the fields of work and professional practices.
4- Use in an effective and complementary way different search tools: dictionary, encyclopedia, directory, engine, metasearch, invisible on the Internet and free databases.

Prior knowledge required:
- Schools and curricula.
- Project leadership methodology
Article content:
1- Scientific laws and theories.
2- Types of documents and information
3- Methods of retrieving information (factor, central language...)
4- The scientific method
5- Research preparation skills
6- Ethics of scientific research
7- The scientific method and its issues.
8- Bibliography.
The personal work of each student consists of following the foundations of bibliographic work and documentary research, and valuing the preparation of research and dissertations through applications and directed works.
Evaluation method: continuous observation, examination, etc. (weighting is left to the discretion of the training team)
1- Grawitz Madeleine. La méthode en sciences sociales. Dalloz. 2003
2- Morizio Claude. La recherche d'information. ADBS. 2002
3- Pochet Bernard. Méthodologie documentaire: comment accéder à la littérature scientifique à l'heure d'Internet? De Boeck. 2005
4- Boudon Raymond. Les méthodes en sociologie. Que sais-je? 1991
5- Loubet Del Bayle Jean-Louis. Initiation pratique à la recherche documentaire. L'Harmattan. 2000
6-Chartron Ghislaine. Les chercheurs et la documentation numérique

Master's Title: Management of Documentary Institutions and Libraries
Semester: Third
Unit Name: Exploratory
Course Name: Statistics and SPSS
Credits: 1
Coefficient: 1
Educational Objectives:
 1. Dealing with the fields of documentary statistics.
 2. Controlling the technical procedures for the process of evaluating by calculation and rates.
 3. Acquire skill in activating these practical advantages in information systems.
Article content:
 1. Introduction to statistics.
 2. Statistical concepts.
 3. Statistics and statistical data.
 4. Presentation and description of statistical data.
 5. Introduction to probability theory.
 6. Probability distributions.
 7. Computer and informatics.
 8. Using automated media to address statistical issues.
Evaluation method
-Evaluation exams + directed work

Master's Title: Management of Documentary Institutions and Libraries
Semester: Third
Unit Name: Exploratory
Course Name: Cultural mediation
Credits: 1
Coefficient: 1
Educational Objectives:
1- Prepare a systematic plan on the role of mediation in society
2- Empowering individuals to combine work with personal initiatives and openness to the community.

Course Contents:
1.Concept of cultural mediation.
2.Foundations of cultural mediation.
3.The cultural significance of mediation.
3-1.Cultural Development Policy Through Cultural Mediation in the Urban or City Context
4.The role of mediation in administration.
4-1. Cultural mediation and managerial democracy.
4-2. The executive apparatus and mediation.
The role of mediation in society.
5-1. The social objective of mediation.
6.Participation and mediation.
6-1. Civil society and cultural mediation.
Evaluation Method: Continuous monitoring, examination... etc. (The weighting is left to the discretion of the training team).
References:
- Gilbert, Patrick. "Human Resource Management." France: édition d'organisation, 1999, p. 730.
- Al-Sharabi, Fouad. "Administrative Information Systems." Oman: Dar Osama for Publishing and Distribution, 2008, p. 101.
- "Is the Librarian a Mediator?," BBF 2007, Paris, t. 52, no 6, p. 66.
- Broad Outlines of the Action Plan for the Promotion of the Role of Cultural Mediation in the Islamic World," The Ninth Islamic Conference of Culture Ministers towards a Developmental Centrist Culture for the Advancement of Islamic Societies: Muscat: Ministry of Heritage and Culture, 2015.
- Alternative Means for Resolving Disputes related to Intellectual Property, Traditional Knowledge, Traditional Cultural Expressions, and Genetic Resources," Basic Information Brief No. 8, World Intellectual Property Organization, www.wipo.int.
- http://www.culture.gouv.fr/culture/politique-culturelle/ville/mediation-culturelle/mn.pdf
- V. de Briant and Y. Palau, "Mediation," Paris, 1999, p. 118-119, cited by Sylvie Lacerte.

- Lamizet, Bernard. "Cultural Mediation." Paris/Montreal: L'Harmattan, p. 4
- Luc de Bernardo. "What Place for Mediators in Public Libraries? The Library of Le Merlan in Marseille." France: ENSSIB, 2002, p. 9-10.

Master's Title: Management of Documentary Institutions and Libraries
Semester: Third
Unit Name: Exploratory
Course Name: English
Credits: 1
Coefficient: 1
Educational Objectives:

THE OBJECTIVE OF THE MODULE

To familiarize students with the register of information and communication science in English.

- Objectifs
- Comprendre et utiliser l'anglais tant dans la vie quotidienne que dans ses activités professionnelles
- Compétences :
L'étudiant doit être capable de :
- Comprendre et s'exprimer de façon compréhensible dans des situations de la vie quotidienne et professionnelle
- Comprendre sans erreur les consignes d'un programme informatique ou d'un moteur de recherche sur le web

CONTENT

-Study of specialized texts related to the different technical modules included in the second year program.
-Structural consolidation according to the student's difficulties.
- The paragraph is techniques with practical activities.
-The essay its techniques with practical activities.

Evaluation method: continuous observation
References:

1. Leas. Marilyn and Meadows John: Teaching and learningwith ICT in the Primary School. New York, Dryden press (2004).4.
2.Taylor.The Computer in the School. New York: Teacher College Press. -2000
3. Popham, w.j.educational evaluation. London. prentice hall 2004.
4. Jeskanen, sundsrtom. Ict statistics at the new millennium. Developing official statistics measuring the diffusion of ict and its impact. Paper present at iaos satellite meeting on statistics for information society..malysia.2000