

Patents procedure's "User Guide" for the Central Library of the Technion

Linx – Elyachar Central Library - Technion

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The main goal of this project is to provide the Central Library of the Technion a "User's Guide" which includes all patent's background rules, all process details and Technion entities that are part of the process. "User's Guide" provides a broad and comprehensive view of the process to advising service providers will be able to provide better and reliable information. Further to that, the library staff will be able to integrate into the process of searching for information and help the applicant.

The Technion's Central Library provides services to all members of the institution and it is very important to gather information on every possible subject that deals with the Technion in order to be able to provide services to the applicants from any unit.

The main steps of the project were: Recognizing the needs and requirements of the Central Library, to investigate the matter, learn which are the entities operating outside the Technion and mainly to collect information from the network, from books and magazines The final product is a "User's Guide" for the Reference Service of the library.

My conclusions and recommendations are to increase the involvement of library staff in the process, connecting them to the various units of the organizations. Library staff has a lot of knowledge and can contribute to the process.

The contribution of the project to the organization is to be a guide of professional information for the library staff. It will provide the appropriate tools for providing professional advice that the staff is familiar with.