# Advanced Cataloguing and Classification Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Library Institute | **Duration** | 10 Days |
| **Base Fee** | $3,000 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

Advanced Cataloguing and Classification Training Course is designed to enhance expertise in modern library science, digital information management, metadata creation, resource description, and advanced classification techniques. The course focuses on emerging trends in knowledge organization, automated cataloguing systems, linked data, digital repositories, and international cataloguing standards. Participants will gain practical skills in managing complex information resources using advanced cataloguing frameworks such as Resource Description and Access (RDA), Machine Readable Cataloguing (MARC), and international classification systems.

With the rapid growth of digital libraries, electronic resources, artificial intelligence-driven information systems, and institutional repositories, organizations require skilled professionals capable of improving information discovery, accessibility, and retrieval. This training course equips librarians, information specialists, archivists, and knowledge managers with advanced competencies in authority control, bibliographic analysis, classification optimization, and digital asset management. Through practical exercises and global case studies, participants will develop the ability to implement efficient cataloguing workflows and enhance the quality of information services.

## Programme Curriculum

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**Course Objectives**

By the end of this course, participants will be able to:

1. Develop advanced cataloguing skills using international standards and best practices.
2. Apply modern classification techniques for efficient information organization.
3. Understand advanced metadata structures and digital resource description.
4. Implement RDA and MARC21 standards in professional cataloguing environments.
5. Improve authority control and bibliographic record management processes.
6. Utilize emerging technologies in automated cataloguing and information systems.
7. Analyze linked data concepts and their application in libraries.
8. Enhance digital repository management and discovery services.
9. Apply quality assurance methods in cataloguing operations.
10. Optimize library information systems through advanced knowledge organization.
11. Develop strategies for managing complex information resources.
12. Improve searchability and accessibility of digital collections.
13. Strengthen professional competencies in modern library and information management.

**Organizational Benefits**

1. Improved accuracy and consistency of bibliographic records.
2. Enhanced accessibility and discoverability of information resources.
3. Increased efficiency in library operations and workflows.
4. Better implementation of international cataloguing standards.
5. Improved digital resource management capabilities.
6. Stronger knowledge-sharing systems within organizations.
7. Reduced duplication of cataloguing efforts.
8. Enhanced user experience through improved information retrieval.
9. Better integration of library technologies.
10. Increased professional capacity among information management teams.

**Target Audiences**

1. Professional librarians and library managers.
2. Information scientists and knowledge management specialists.

3. Archivists and records management professionals.
4. Digital repository administrators.
5. Academic and research institution staff.
6. Library automation specialists.
7. Documentation and information officers.
8. Government and corporate information professionals.

**Course Duration:** 10 days

**Course Modules**

**Module 1: Advanced Principles of Cataloguing**

- Evolution of modern cataloguing practices and global standards.
- Advanced bibliographic description techniques.
- Principles of information organization.
- Cataloguing workflow optimization.
- Quality control methods in cataloguing.
- Case study: Library of Congress cataloguing improvement initiatives.

**Module 2: Resource Description and Access (RDA) Standards**

- Introduction to RDA concepts and implementation.
- Application of RDA elements in resource description.
- Transition from AACR2 to RDA environments.
- Managing different resource formats using RDA.
- Practical RDA cataloguing exercises.
- Case study: National libraries adopting RDA standards.

**Module 3: MARC21 Advanced Applications**

- Structure and management of MARC21 records.
- Advanced MARC fields and indicators.
- MARC record creation and editing.
- Data exchange between library systems.
- MARC quality assurance techniques.
- Case study: University library MARC migration projects.

**Module 4: Advanced Classification Systems**

- Principles of modern classification methodologies.
- Dewey Decimal Classification applications.
- Library of Congress Classification techniques.

- Classification challenges for digital resources.
- Improving classification accuracy.
- Case study: Global academic library classification strategies.

**Module 5: Authority Control and Management**

- Concepts of authority records.
- Name and subject authority control.
- Managing duplicate records.
- Authority database maintenance.
- Improving cataloguing consistency.
- Case study: International authority control networks.

**Module 6: Metadata Creation and Management**

- Metadata standards and frameworks.
- Dublin Core and specialized metadata schemas.
- Metadata quality evaluation.
- Digital collection description.
- Metadata interoperability.
- Case study: Digital archive metadata projects.

**Module 7: Linked Data and Semantic Web Technologies**

- Fundamentals of linked data in libraries.
- Semantic web applications.
- Creating machine-readable information structures.
- Improving resource discovery.
- Future trends in linked library data.
- Case study: Linked data implementation at major research libraries.

**Module 8: Digital Library Cataloguing**

- Cataloguing electronic resources.
- Managing online databases and repositories.
- Digital object description methods.
- Discovery platform optimization.
- Digital preservation considerations.
- Case study: International digital library development programs.

**Module 9: Cataloguing of Special Materials**

- Managing rare books and archival materials.
- Cataloguing audiovisual resources.
- Handling maps and manuscripts.
- Special collection classification methods.
- Preservation-related description techniques.
- Case study: National archive special collections management.

**Module 10: Library Automation and Integrated Systems**

- Overview of automated cataloguing platforms.
- Library management system integration.
- Automated metadata harvesting.
- Workflow automation strategies.
- System evaluation techniques.
- Case study: Automated university library transformation.

**Module 11: Artificial Intelligence in Cataloguing**

- AI applications in information organization.
- Machine learning for metadata generation.
- Automated classification tools.
- AI-assisted cataloguing workflows.
- Future opportunities and challenges.
- Case study: AI adoption in modern libraries.

**Module 12: Quality Assurance in Cataloguing Operations**

- Establishing cataloguing quality standards.
- Record validation techniques.
- Error identification and correction.
- Continuous improvement strategies.
- Cataloguing performance measurement.
- Case study: Quality improvement programs in national libraries.

**Module 13: Information Retrieval and Discovery Services**

- Improving online catalogue performance.
- Search optimization techniques.
- User-centered discovery systems.
- Enhancing information accessibility.
- Retrieval system evaluation.
- Case study: Global library discovery platform implementations.

**Module 14: Cataloguing Policies and Workflow Management**

- Developing institutional cataloguing policies.
- Managing cataloguing teams.
- Workflow planning and monitoring.
- Standardization of procedures.
- Professional development strategies.
- Case study: Large library network management practices.

**Module 15: Future Trends in Cataloguing and Classification**

- Emerging technologies in knowledge organization.
- Digital transformation of libraries.
- Future classification innovations.
- Global trends in information management.
- Preparing organizations for future challenges.
- Case study: Smart libraries and next-generation cataloguing systems.

**Training Methodology**

- Interactive instructor-led presentations covering advanced cataloguing concepts.
- Practical cataloguing exercises using professional library standards.
- Case study analysis from international libraries and information centers.
- Group discussions focusing on real-world cataloguing challenges.
- Demonstrations of cataloguing software and digital platforms.
- Assessment activities to evaluate participant understanding and application.

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** *+254769199797*

***Certification***

*Upon successful completion of this training, participants will be issued with a globally- recognized certificate.*

***Tailor-Made Course***

*We also offer tailor-made courses based on your needs.*

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.

**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 04 Dec 2026 | Online | $2,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $3,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $6,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $6,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $12,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $9,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $12,000 |
| **23 Nov 2026** | 04 Dec 2026 | Physical | $12,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

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