# Authority Control Training Course

Professional Development Training Course Outline

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| **Category** | Library Institute | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

Authority Control Training Course is designed to enhance expertise in information management, metadata governance, library science, digital asset management, and knowledge organization systems. The course focuses on advanced authority control principles, name authority records, subject access management, cataloguing standards, and data quality improvement strategies. Participants will gain practical skills in managing authoritative information, improving information retrieval accuracy, and implementing global best practices in bibliographic and digital information environments.

In the era of digital transformation, organizations require efficient authority control frameworks to maintain consistent, reliable, and accessible information resources. This training course integrates modern cataloguing technologies, linked data concepts, international standards, and information governance methodologies to support libraries, archives, research institutions, and knowledge management departments. Through global case studies and practical applications, participants will learn how authority control improves operational efficiency, discoverability, and long-term information sustainability.

## Programme Curriculum

**Authority Control Training Course**

**Introduction**

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**Course Objectives**

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

1. Understand advanced authority control concepts, principles, and information organization frameworks.
2. Develop effective name authority and subject authority management strategies.
3. Apply international cataloguing standards and metadata governance practices.
4. Improve data accuracy through authority record creation and maintenance.
5. Implement digital information management and knowledge organization solutions.
6. Analyze authority control workflows within modern library and archive systems.
7. Utilize emerging technologies for automated authority record management.
8. Apply linked data principles and semantic web technologies.
9. Enhance information retrieval through standardized access points.
10. Manage authority files using professional database systems.
11. Evaluate authority control policies and quality assurance procedures.
12. Strengthen institutional information governance frameworks.
13. Develop sustainable authority control strategies aligned with global standards.

**Organizational Benefits**

- Improved accuracy and consistency of organizational information resources.
- Enhanced searchability and accessibility of digital collections.
- Stronger metadata governance and information quality management.
- Reduced duplication and errors in cataloguing systems.
- Better compliance with international information management standards.
- Increased efficiency in library, archive, and knowledge management operations.
- Improved integration between digital platforms and databases.
- Enhanced decision-making through reliable information structures.
- Stronger institutional collaboration through standardized data exchange.
- Improved preservation and management of intellectual resources.

**Target Audiences**

1. Librarians and information professionals.
2. Archivists and records management specialists.
3. Metadata specialists and digital asset managers.
4. Knowledge management professionals.
5. Researchers and academic information officers.
6. Library system administrators.

7. Documentation and content management specialists.
8. Information governance professionals.

**Course Duration:** 5 days

**Course Modules**

**Module 1: Fundamentals of Authority Control**

- Introduction to authority control concepts and information organization principles.
- Understanding authority files, records, and controlled vocabularies.
- Role of authority control in modern information systems.
- Global case study: Library of Congress authority control framework.
- Exploring challenges in authority record management.
- Practical exercises on developing authority control workflows.

**Module 2: Name Authority Records Management**

- Principles of creating and maintaining name authority records.
- Managing personal names, corporate names, and geographic entities.
- Applying international naming conventions and standards.
- Global case study: VIAF international authority database.
- Techniques for resolving duplicate identity records.
- Quality control methods for name authority management.

**Module 3: Subject Authority Control**

- Understanding subject headings and controlled terminology.
- Developing effective subject access points.
- Managing classification and indexing systems.
- Global case study: Library of Congress Subject Headings implementation.
- Improving information discovery through subject consistency.
- Practical approaches to subject authority maintenance.

**Module 4: Metadata Standards and Authority Integration**

- Introduction to metadata schemas and standards.
- Integrating authority control with metadata systems.
- Managing descriptive, structural, and administrative metadata.
- Global case study: Digital Public Library of America metadata practices.
- Improving interoperability between information platforms.
- Applying metadata quality assurance techniques.

**Module 5: Digital Authority Control Technologies**

- Exploring software tools for authority record management.
- Automation techniques in authority control processes.
- Using artificial intelligence for metadata enhancement.
- Global case study: Europeana digital collection management.
- Implementing digital workflow optimization strategies.
- Future trends in authority control technologies.

**Module 6: Linked Data and Semantic Technologies**

- Understanding linked data concepts and applications.
- Applying semantic web principles in information systems.
- Connecting authority records across digital platforms.
- Global case study: Wikidata authority data integration.
- Improving discoverability through linked information networks.
- Developing strategies for linked data implementation.

**Module 7: Authority Control Policies and Quality Management**

- Developing institutional authority control policies.
- Establishing quality assurance frameworks.
- Monitoring authority record accuracy and consistency.
- Global case study: National library authority management systems.
- Conducting authority data audits and evaluations.
- Creating sustainable authority governance models.

**Module 8: Future Trends in Authority Control**

- Exploring emerging developments in information management.
- Understanding automation and machine learning applications.
- Preparing organizations for next-generation authority systems.
- Global case study: AI-driven metadata enhancement projects.
- Developing innovation strategies for authority management.
- Reviewing future opportunities in knowledge organization.

**Training Methodology**

- Instructor-led interactive classroom sessions covering authority control concepts and practices.
- Practical demonstrations using metadata and authority management systems.
- Group discussions focusing on real-world information management challenges.

- Case study analysis from leading global libraries and information institutions.
- Hands-on exercises for creating and managing authority records.
- Workshops focused on improving metadata quality and governance.
- Assessment activities to evaluate participant understanding and application.
- Knowledge-sharing sessions to encourage professional collaboration.

**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** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

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

**Register Online Now**

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com