Digital Library Administration Training Course

Professional Development Training Course Outline

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

Course Introduction

Modern Academic Library Management is transforming higher education through digital innovation, knowledge management, research support, information governance, artificial intelligence, digital repositories, and user-centered library services. Academic libraries have evolved into strategic learning hubs that support teaching excellence, scholarly communication, institutional research, digital literacy, open access publishing, and data-driven decision-making. Library professionals must adopt emerging technologies, integrated library systems, cloud-based services, metadata standards, and digital preservation strategies to meet the changing needs of students, researchers, faculty, and institutional stakeholders.

Modern Academic Library Management Training Course equips participants with practical knowledge and advanced competencies to manage contemporary academic libraries efficiently. The course emphasizes strategic planning, collection development, digital transformation, research data management, library automation, information security, customer experience, performance measurement, and global best practices. Participants will explore innovative solutions that improve operational excellence, enhance user engagement, strengthen institutional research capacity, and ensure sustainable academic library services in the digital era.

Programme Curriculum

Modern Academic Library Management Training Course

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Course Objectives

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

1. Understand modern academic library management principles.
2. Develop strategic library leadership skills.
3. Improve digital library management practices.
4. Apply integrated library management systems effectively.
5. Strengthen collection development and resource management.
6. Enhance information literacy and research support.
7. Implement digital preservation strategies.
8. Improve user experience and customer engagement.
9. Utilize data analytics for library decision-making.
10. Apply metadata and cataloguing standards.
11. Promote open access and scholarly communication.
12. Manage library risks, ethics, and information security.
13. Benchmark academic libraries using international best practices.

Organizational Benefits

- Improves academic library service quality.
- Enhances institutional research support.
- Strengthens digital transformation capacity.
- Increases operational efficiency.
- Improves user satisfaction and engagement.
- Supports evidence-based decision-making.
- Enhances compliance with global library standards.
- Strengthens knowledge sharing and collaboration.
- Improves digital resource management.
- Promotes sustainable institutional growth.

Target Audience

- University Librarians
- Academic Library Managers
- Library Officers

- Information Specialists
- Archivists
- Knowledge Management Professionals
- Research Support Officers
- Higher Education Administrators

Course Duration: 5 days

Course Modules

Module 1: Modern Academic Library Management

- Evolution of academic libraries
- Strategic library planning
- Governance and leadership
- Emerging library technologies
- Library policies and compliance
- Case Study: National University of Singapore Library digital transformation

Module 2: Digital Libraries and Library Automation

- Integrated Library Systems (ILS)
- Cloud-based library services
- Digital repositories
- Electronic resource management
- Library automation technologies
- Case Study: University of Oxford digital library modernization

Module 3: Collection Development and Knowledge Management

- Collection development policies
- Electronic resource acquisition
- Knowledge organization
- Metadata standards
- Collection assessment techniques
- Case Study: Harvard University Library collection strategy

Module 4: Research Support and Information Literacy

- Research data management
- Academic publishing support
- Information literacy programs
- Bibliometric analysis

- Reference services innovation
- Case Study: Massachusetts Institute of Technology Libraries research services

Module 5: User Experience and Library Service Excellence

- Customer-centered services
- Digital user engagement
- Accessibility and inclusion
- Library marketing strategies
- Performance measurement
- Case Study: University of Melbourne Library service innovation

Module 6: Digital Preservation and Information Security

- Digital preservation planning
- Information governance
- Cybersecurity fundamentals
- Data privacy compliance
- Disaster recovery planning
- Case Study: Library of Congress digital preservation framework

Module 7: Performance Management and Innovation

- Key Performance Indicators
- Library analytics
- Quality assurance
- Innovation management
- Continuous service improvement
- Case Study: University of Cambridge Library performance excellence

Module 8: Global Trends and Future Academic Libraries

- Artificial Intelligence in libraries
- Open access initiatives
- Smart library technologies
- Sustainable library management
- Future workforce competencies
- Case Study: Singapore Management University Library innovation practices

Training Methodology

- Interactive facilitator-led presentations
- Practical demonstrations and system simulations
- Individual and group exercises
- Real-world academic library case studies
- Guided discussions and peer learning
- Hands-on technology applications
- Knowledge assessments and quizzes
- Action planning for workplace implementation

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

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
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