Dublin Core Metadata 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

This course provides comprehensive knowledge and practical skills in metadata creation, digital resource description, information organization, and knowledge management. This course focuses on international metadata standards, semantic interoperability, digital libraries, archives, research repositories, and modern data governance frameworks. Participants will gain expertise in applying Dublin Core elements, metadata schemas, controlled vocabularies, and best practices for improving digital asset discoverability, accessibility, and long-term preservation.

With the rapid growth of digital transformation, organizations require effective metadata management strategies to optimize information retrieval, enhance search engine visibility, and support digital preservation initiatives. Dublin Core Metadata Training Course equips professionals with advanced metadata design techniques, linked data concepts, resource description frameworks, and global standards used by libraries, universities, government institutions, museums, and research organizations. Participants will explore real-world applications and global case studies to develop practical competencies in managing digital information environments.

Programme Curriculum

Dublin Core Metadata Training Course

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Course Objectives

1. Understand the principles, concepts, and applications of Dublin Core Metadata standards.
2. Develop advanced skills in metadata creation, management, and quality control.
3. Apply international metadata standards for digital libraries and repositories.
4. Master Dublin Core elements and metadata application profiles.
5. Enhance digital resource discovery through effective metadata practices.
6. Learn metadata interoperability and data exchange techniques.
7. Implement metadata governance frameworks within organizations.
8. Analyze linked data and semantic web applications.
9. Improve digital preservation and information management strategies.
10. Develop skills in metadata mapping and crosswalk methodologies.
11. Apply SEO-friendly metadata optimization techniques.
12. Understand emerging trends in artificial intelligence and metadata automation.
13. Evaluate global best practices in digital information organization.

Organizational Benefits

- Improved digital resource discovery and accessibility.
- Enhanced information governance and compliance.
- Better management of digital assets and repositories.
- Increased efficiency in data organization processes.
- Improved interoperability between information systems.
- Stronger digital preservation capabilities.
- Enhanced research and knowledge-sharing platforms.
- Reduced metadata errors and duplication.
- Improved institutional visibility and search performance.
- Better decision-making through organized information systems.

Target Audiences

1. Librarians and information management professionals.
2. Digital archivists and records management specialists.
3. University researchers and academic repository managers.
4. Data governance and information technology professionals.
5. Museum and cultural heritage specialists.
6. Knowledge management officers.
7. Web content managers and digital asset administrators.
8. Government information management professionals.

Course Duration: 5 days

Course Modules

Module 1: Introduction to Dublin Core Metadata Fundamentals

- Overview of metadata concepts, principles, and digital information organization.
- Understanding the history and development of Dublin Core Metadata Initiative.
- Exploring metadata standards used in global information systems.
- Learning basic Dublin Core elements and terminology.
- Examining metadata applications in digital libraries and archives.
- Case study: Dublin Core implementation in global university repositories.

Module 2: Dublin Core Elements and Metadata Description

- Detailed analysis of the 15 core Dublin Core metadata elements.
- Creating accurate resource descriptions using metadata standards.
- Understanding mandatory, optional, and recommended metadata fields.
- Applying descriptive, structural, and administrative metadata concepts.
- Improving metadata consistency through controlled vocabularies.
- Case study: Digital collections management at international libraries.

Module 3: Metadata Creation and Quality Management

- Developing effective metadata creation workflows.
- Applying metadata quality assessment techniques.
- Identifying and correcting metadata errors and inconsistencies.
- Establishing metadata review and validation processes.
- Using automation tools for metadata enhancement.
- Case study: Metadata quality improvement in research repositories.

Module 4: Metadata Interoperability and Integration

- Understanding metadata exchange and interoperability frameworks.
- Learning metadata mapping and crosswalk methodologies.
- Integrating Dublin Core with other metadata schemas.
- Exploring XML, RDF, and linked data technologies.
- Supporting information sharing across digital platforms.
- Case study: Cross-platform metadata integration in global archives.

Module 5: Digital Preservation and Repository Management

- Applying Dublin Core metadata in digital preservation strategies.
- Managing institutional repositories and digital collections.
- Supporting long-term accessibility of digital resources.
- Understanding preservation metadata requirements.
- Developing sustainable metadata management policies.
- Case study: National digital archive preservation projects.

Module 6: Advanced Metadata Applications and Emerging Trends

- Exploring semantic web and linked data applications.
- Understanding artificial intelligence in metadata generation.
- Applying metadata optimization for online visibility.
- Reviewing future trends in digital information management.
- Developing organizational metadata governance strategies.
- Case study: AI-powered metadata management in global enterprises.

Module 7: Metadata Governance and Best Practices

- Establishing metadata policies and operational frameworks.
- Managing metadata standards across organizations.
- Developing metadata lifecycle management approaches.
- Improving collaboration between information stakeholders.
- Ensuring compliance with international standards.
- Case study: Government metadata governance programs worldwide.

Module 8: Practical Dublin Core Metadata Implementation

- Creating and evaluating Dublin Core metadata records.
- Applying metadata standards to real-world digital resources.
- Conducting metadata audits and improvement exercises.
- Designing metadata workflows for organizational needs.
- Reviewing practical challenges and implementation solutions.
- Case study: Successful Dublin Core deployment in global institutions.

Training Methodology

- Instructor-led presentations covering metadata concepts and international standards.
- Practical exercises focused on Dublin Core metadata creation and validation.
- Interactive workshops for metadata mapping and application development.
- Global case studies demonstrating real-world implementation strategies.
- Group discussions exploring digital information management challenges.
- Hands-on activities using metadata tools and repository platforms.
- Assessments to evaluate participant understanding and practical skills.

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
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

Start Date	End Date	Location	Price
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

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