Library Policy Development 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

Libraries are strategic knowledge hubs that require modern, inclusive, and sustainable governance to support education, research, innovation, and lifelong learning. A well-designed library policy framework strengthens institutional governance, promotes digital transformation, improves information accessibility, enhances compliance, and supports evidence-based decision-making. Library Policy Development Training Course equips participants with practical skills to design, review, implement, and evaluate library policies aligned with international standards, emerging technologies, intellectual property requirements, and organizational objectives.

The course explores best practices in policy formulation, digital library governance, collection development, information ethics, copyright compliance, records management, risk management, data privacy, quality assurance, stakeholder engagement, and performance monitoring. Participants will gain practical knowledge through real-world case studies, collaborative learning, and policy development exercises that strengthen institutional resilience, service excellence, and continuous improvement.

Programme Curriculum

Library Policy Development Training Course

Introduction

Libraries are strategic knowledge hubs that require modern, inclusive, and sustainable governance to support education, research, innovation, and lifelong learning. A well-designed library policy framework strengthens institutional governance, promotes digital transformation, improves information accessibility, enhances compliance, and supports evidence-based decision-making. Library Policy Development Training Course equips participants with practical skills to design, review, implement, and evaluate library policies aligned with international standards, emerging technologies, intellectual property requirements, and organizational objectives.

The course explores best practices in policy formulation, digital library governance, collection development, information ethics, copyright compliance, records management, risk management, data privacy, quality assurance, stakeholder engagement, and performance monitoring. Participants will gain practical knowledge through real-world case studies, collaborative learning, and policy development exercises that strengthen institutional resilience, service excellence, and continuous improvement.

Course Objectives

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

1. Develop comprehensive library policies aligned with institutional goals.
2. Apply international best practices in library governance.
3. Strengthen digital library policy and information management.
4. Design effective collection development and preservation policies.
5. Enhance copyright, licensing, and intellectual property compliance.
6. Promote information ethics and user privacy protection.
7. Improve stakeholder engagement in policy development.
8. Integrate quality assurance into library operations.
9. Develop risk management and disaster preparedness policies.
10. Implement monitoring and evaluation frameworks for library services.
11. Utilize emerging technologies in policy implementation.
12. Promote inclusive, accessible, and sustainable library services.
13. Establish continuous policy review and improvement mechanisms.

Organizational Benefits

- Improved policy governance.
- Standardized library operations.
- Increased regulatory compliance.
- Better resource management.
- Enhanced service delivery.
- Improved institutional reputation.
- Reduced operational risks.
- Stronger digital transformation.
- Better decision-making processes.
- Increased user confidence.

Target Audience

- Library Directors
- Library Managers
- Academic Librarians
- Public Librarians
- Information Officers
- Knowledge Management Professionals
- Records Management Officers

- Education Administrators

Course Duration: 5 days

Course Modules

Module 1: Foundations of Library Policy Development

- Principles of library governance
- Policy development lifecycle
- Policy framework design
- Legal and regulatory requirements
- Stakeholder consultation
- Case Study: Library policy modernization at the British Library

Module 2: Collection Development and Resource Management

- Collection development policies
- Acquisition strategies
- Digital resource management
- Preservation planning
- Weeding and evaluation
- Case Study: Collection management at the Library of Congress

Module 3: Digital Library Governance

- Digital library policies
- Information security standards
- Data privacy compliance
- Open access management
- Digital preservation strategies
- Case Study: National Library of Singapore digital initiatives

Module 4: Information Ethics and Legal Compliance

- Copyright management
- Licensing agreements
- Intellectual property rights
- User confidentiality
- Ethical information access
- Case Study: Copyright policy implementation at the National Library of Australia

Module 5: Quality Assurance and Risk Management

- Service quality standards
- Performance indicators
- Risk assessment
- Disaster preparedness planning
- Business continuity policies
- Case Study: Disaster recovery planning at the National Library of New Zealand

Module 6: Leadership and Change Management

- Strategic leadership
- Organizational change
- Staff engagement
- Communication strategies
- Policy implementation planning
- Case Study: Change management at the New York Public Library

Module 7: Monitoring, Evaluation and Continuous Improvement

- Policy performance measurement
- Monitoring frameworks
- Internal audits
- User satisfaction assessment
- Continuous improvement planning
- Case Study: Performance evaluation at the National Library of Finland

Module 8: Developing an Institutional Library Policy

- Policy drafting techniques
- Policy validation
- Implementation roadmap
- Governance structures
- Review and revision mechanisms
- Case Study: University of Oxford Library policy development framework

Training Methodology

- Interactive expert-led presentations
- Practical policy drafting workshops
- Group discussions and peer learning

- Real-world global case study analysis
- Individual and team-based exercises
- Policy review simulations
- Monitoring and evaluation activities
- Knowledge assessments and feedback sessions

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