MARC21 Cataloguing 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

MARC21 Cataloguing Training Course is designed to equip librarians, information professionals, and knowledge management specialists with advanced skills in machine-readable cataloguing standards, bibliographic data management, and library automation systems. The course focuses on the global MARC21 framework used for creating, organizing, exchanging, and maintaining high-quality bibliographic records across modern library environments. Participants will gain practical expertise in cataloguing principles, authority control, metadata creation, resource description, and interoperability standards that support efficient information discovery and digital library transformation.

This training course provides comprehensive knowledge of MARC21 formats, including bibliographic, authority, holdings, classification, and community information records. Through practical exercises and global case studies, participants will learn how to improve cataloguing accuracy, enhance library service delivery, optimize integrated library systems, and implement international best practices. The program supports libraries transitioning toward digital platforms by strengthening metadata quality, resource accessibility, and sustainable information management strategies.

Programme Curriculum

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Course Objectives

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

1. Understand advanced MARC21 cataloguing concepts, structures, and international standards.
2. Develop professional skills in bibliographic record creation and management.
3. Apply metadata standards for efficient library resource discovery.
4. Master MARC21 fields, tags, indicators, and subfields.
5. Improve cataloguing accuracy through quality control techniques.
6. Implement authority control procedures for consistent information organization.
7. Apply international cataloguing rules within automated library systems.
8. Manage digital resources using modern metadata practices.
9. Analyze bibliographic records and identify cataloguing errors.
10. Enhance library interoperability through standardized data exchange.
11. Utilize integrated library systems for MARC21 record processing.
12. Apply emerging trends in library automation and digital transformation.
13. Develop sustainable cataloguing workflows aligned with global library standards.

Organizational Benefits

- Improved accuracy and consistency of library cataloguing operations.
- Enhanced efficiency in bibliographic data management processes.
- Better resource discovery and accessibility for library users.
- Increased adoption of international cataloguing standards.
- Reduced duplication and errors in library databases.
- Improved interoperability between library management systems.
- Strengthened digital library development capabilities.
- Enhanced staff competency in metadata management.
- Improved information governance and knowledge organization.
- Increased institutional capacity for modern library services.

Target Audiences

1. Academic librarians and university library professionals.
2. Public library staff and information specialists.
3. Cataloguers and metadata librarians.
4. Digital library managers and administrators.
5. Library automation system professionals.

6. Records and information management specialists.
7. Knowledge management professionals.
8. Library science students and researchers.

Course Duration: 5 days

Course Modules

Module 1: Introduction to MARC21 Cataloguing Standards

- Understanding the history, purpose, and evolution of MARC21 standards.
- Exploring the role of machine-readable records in modern libraries.
- Learning MARC21 structure, components, and record organization.
- Examining global cataloguing practices and international standards.
- Reviewing case study: Library of Congress MARC21 implementation.
- Applying basic MARC21 concepts through practical cataloguing exercises.

Module 2: MARC21 Bibliographic Records

- Understanding bibliographic record structure and essential elements.
- Creating and managing descriptive cataloguing records.
- Applying fixed fields, variable fields, and control fields.
- Developing accurate records for books, journals, and digital resources.
- Reviewing case study: University library bibliographic database management.
- Practicing creation of MARC21 bibliographic records.

Module 3: MARC21 Fields, Tags, Indicators, and Subfields

- Understanding MARC21 tag numbering systems and field functions.
- Applying indicators and subfields correctly during cataloguing.
- Managing control numbers and descriptive data elements.
- Identifying relationships between MARC21 fields.
- Reviewing case study: National library cataloguing workflows.
- Performing practical analysis of MARC21 records.

Module 4: Authority Control and Name Management

- Understanding authority records and their importance.
- Creating consistent author, subject, and title access points.
- Managing authority files for improved search accuracy.
- Applying authority control techniques in library databases.
- Reviewing case study: International authority database management.
- Developing authority control procedures for institutions.

Module 5: MARC21 and Digital Library Management

- Applying MARC21 standards for electronic and digital resources.
- Understanding metadata requirements for digital collections.
- Integrating MARC21 with library automation platforms.
- Improving digital resource discovery through metadata quality.
- Reviewing case study: Digital library transformation projects.
- Developing strategies for digital cataloguing improvement.

Module 6: MARC21 Quality Control and Best Practices

- Identifying common errors in MARC21 cataloguing records.
- Applying quality assurance procedures for bibliographic data.
- Improving consistency through cataloguing review processes.
- Implementing international cataloguing guidelines.
- Reviewing case study: Global library database quality improvement.
- Conducting practical MARC21 record evaluation exercises.

Module 7: MARC21 Integration with Library Systems

- Understanding MARC21 compatibility with integrated library systems.
- Managing data migration and record exchange processes.
- Applying MARC21 in automated library environments.
- Supporting interoperability between information systems.
- Reviewing case study: Library system modernization projects.
- Developing effective MARC21 implementation workflows.

Module 8: Emerging Trends in Cataloguing and Metadata

- Exploring future developments in library metadata management.
- Understanding linked data and next-generation cataloguing.
- Applying digital transformation strategies in libraries.
- Evaluating artificial intelligence applications in cataloguing.
- Reviewing case study: Smart libraries using advanced metadata solutions.
- Creating future-focused cataloguing improvement plans.

Training Methodology

- Instructor-led presentations covering MARC21 standards and cataloguing principles.
- Practical hands-on exercises involving MARC21 record creation and editing.
- Interactive demonstrations using library automation systems.

- Group discussions focused on cataloguing challenges and solutions.
- Global case study analysis from leading libraries and information centers.
- Real-world assignments to strengthen professional cataloguing skills.
- Question-and-answer sessions with expert guidance.
- Evaluation activities to measure 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	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:

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