Metadata for Digital Archives 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

Metadata for Digital Archives Training Course is designed to provide professionals with advanced knowledge and practical skills in digital asset management, metadata standards, information organization, digital preservation, and archival discovery systems. As organizations continue transitioning from traditional archives to digital repositories, effective metadata creation and management have become essential for improving searchability, accessibility, interoperability, and long-term preservation of digital resources. This course focuses on modern metadata frameworks, descriptive standards, linked data principles, and emerging technologies supporting sustainable digital archives.

This comprehensive training program explores metadata schemas, cataloguing workflows, digital curation strategies, and international best practices for managing institutional digital collections. Participants will gain expertise in developing metadata policies, applying global standards such as Dublin Core, MARC, MODS, and METS, and enhancing digital archive performance through efficient metadata governance. The course incorporates global case studies, practical applications, and innovative approaches to support libraries, museums, universities, government institutions, and corporate archives in achieving digital transformation goals.

Programme Curriculum

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Course Objectives

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

1. Understand advanced metadata concepts, principles, and digital archive management practices.
2. Apply international metadata standards for digital collection organization and discovery.
3. Develop effective metadata creation, validation, and quality control workflows.
4. Implement digital preservation strategies using metadata-driven approaches.
5. Analyze metadata schemas including Dublin Core, MARC, MODS, and METS.
6. Improve digital repository accessibility through optimized metadata structures.
7. Apply linked data and semantic web concepts in digital archives.
8. Design metadata governance frameworks for institutional information management.
9. Utilize emerging technologies including artificial intelligence for metadata enhancement.
10. Evaluate metadata quality, consistency, and interoperability across systems.
11. Manage digital curation processes using industry best practices.
12. Develop sustainable metadata policies for long-term digital preservation.
13. Enhance organizational knowledge management through effective metadata solutions.

Organizational Benefits

1. Improved accessibility and discoverability of digital collections.
2. Enhanced digital preservation and information governance capabilities.
3. Better compliance with international archival standards.
4. Increased efficiency in digital asset management workflows.
5. Stronger institutional knowledge management practices.
6. Improved interoperability between digital archive platforms.
7. Reduced risks associated with digital information loss.
8. Enhanced decision-making through organized information resources.
9. Increased staff competency in metadata management.
10. Greater value creation from organizational digital assets.

Target Audiences

1. Archivists and records management professionals.
2. Librarians and information specialists.
3. Digital repository administrators.

4. Museum and cultural heritage professionals.
5. Government information management officers.
6. University and research institution staff.
7. IT professionals supporting digital archives.
8. Knowledge management professionals.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Metadata for Digital Archives

- Introduction to metadata concepts and digital archive environments.
- Understanding metadata roles in discovery, preservation, and access management.
- Types of metadata: descriptive, structural, administrative, and preservation metadata.
- Metadata lifecycle management and implementation processes.
- Global case study: Digital archive transformation at the British Library.
- Practical exercises on identifying metadata elements for digital collections.

Module 2: Metadata Standards and Frameworks

- Overview of international metadata standards and best practices.
- Application of Dublin Core, MARC, MODS, METS, and EAD standards.
- Understanding interoperability between metadata systems.
- Developing standardized metadata creation workflows.
- Global case study: Library of Congress digital metadata frameworks.
- Practical comparison of metadata schemas for different archive environments.

Module 3: Metadata Creation and Quality Management

- Techniques for accurate metadata creation and enrichment.
- Metadata validation, consistency checking, and quality assurance.
- Developing metadata templates and controlled vocabularies.
- Managing duplicate records and incomplete metadata.
- Global case study: Europeana digital heritage metadata practices.
- Hands-on metadata quality assessment exercises.

Module 4: Digital Preservation and Metadata Strategies

- Role of metadata in long-term digital preservation.
- Preservation metadata models and implementation approaches.
- Managing file formats, authenticity, and digital continuity.
- Developing preservation workflows for digital archives.

- Global case study: National Archives digital preservation initiatives.
- Applying preservation metadata tools and techniques.

Module 5: Metadata Governance and Policy Development

- Designing institutional metadata policies and procedures.
- Establishing metadata governance structures.
- Managing metadata ownership and responsibilities.
- Creating documentation and compliance frameworks.
- Global case study: University digital repository governance models.
- Developing a metadata governance action plan.

Module 6: Advanced Metadata Technologies

- Introduction to linked data and semantic web technologies.
- Artificial intelligence applications in metadata generation.
- Automation tools for metadata extraction and enhancement.
- Machine learning approaches for digital archive management.
- Global case study: AI-powered archival discovery systems.
- Exploring future trends in intelligent metadata solutions.

Module 7: Digital Repository Systems and Integration

- Understanding digital archive platforms and repository architectures.
- Metadata integration with content management systems.
- Improving search capabilities through metadata optimization.
- Managing metadata migration between systems.
- Global case study: Institutional repository implementations worldwide.
- Practical evaluation of digital repository metadata structures.

Module 8: Future Trends in Metadata Management

- Emerging developments in digital archives and metadata technologies.
- Impact of cloud computing on metadata management.
- Cybersecurity considerations for digital archive metadata.
- Strategies for sustainable digital information management.
- Global case study: Smart digital archives using advanced technologies.
- Creating future-ready metadata management strategies.

Training Methodology

- Instructor-led interactive presentations covering metadata principles and digital archive practices.
- Practical workshops focused on metadata creation, analysis, and quality improvement.
- Real-world global case studies demonstrating successful digital archive implementations.
- Group discussions and collaborative problem-solving activities.
- Demonstrations of metadata tools, repository platforms, and archival technologies.
- Hands-on exercises for developing metadata structures and governance frameworks.

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

Start Date	End Date	Location	Price
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:

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