Training Course on Setting Up and Managing Digital Libraries

Professional Development Training Course Outline

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

Course Introduction

Training Course on Setting Up and Managing Digital Libraries provides **librarians, information professionals, and knowledge managers** with the essential skills and **best practices** for designing, implementing, and sustaining **cutting-edge digital libraries**. In today's rapidly evolving information landscape, effective **digital resource management** is critical for enhancing **information accessibility, knowledge sharing, and organizational efficiency**. Participants will gain hands-on experience with **open-source platforms, metadata standards, digital preservation techniques**, and **user experience design** to build robust and future-proof digital collections.

The program emphasizes a **practical, hands-on approach**, covering the entire lifecycle of a digital library, from **strategic planning and content digitization** to **copyright compliance and long-term digital preservation**. With a focus on **trending technologies and sustainable practices**, this course empowers professionals to navigate the complexities of the digital realm, transforming traditional information repositories into dynamic, accessible, and **SEO-friendly digital hubs** that serve the evolving needs of their communities and organizations.

Programme Curriculum

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Course Objectives

1. Master **Digital Library Architecture** and **System Design**.
2. Implement **Open Source Digital Library Software**
3. Develop effective **Digitization Workflows** and **Quality Control** protocols.
4. Apply **Metadata Standards** for enhanced discoverability.
5. Formulate robust **Digital Preservation Strategies** and **Long-Term Access** plans.
6. Understand and navigate **Copyright, Intellectual Property, and Licensing** in the digital environment.
7. Design **User-Centric Digital Library Interfaces** and optimize **User Experience (UX)**.
8. Implement **Information Security** and **Data Privacy** measures for digital collections.
9. Leverage **Cloud Storage Solutions** and **Scalable Infrastructure** for digital libraries.
10. Conduct **Digital Library Analytics** for usage assessment and collection development.
11. Explore **Emerging Technologies** like AI and Blockchain in digital library contexts.
12. Develop **Sustainable Funding Models** and **Digital Library Project Management** skills.
13. Foster **Community Engagement** and **Outreach Strategies** for digital library resources.

Organizational Benefits

- Provide 24/7 access to critical resources, improving internal and external information flow.
- Centralize and organize vast digital collections, fostering efficient knowledge sharing and decision-making.
- Reduce physical storage costs, streamline resource acquisition, and leverage open-source solutions.
- Ensure the long-term integrity and accessibility of valuable digital assets.
- Showcase institutional scholarship and unique collections to a global audience, boosting reputation.
- Adhere to copyright laws, data protection regulations, and digital preservation standards.
- Embrace cutting-edge technologies to deliver a more dynamic and responsive information environment.
- Provide a rich, discoverable repository for academic, professional, and public research.

Target Audience

1. Librarians and Library Professionals.
2. Archivists and Records Managers.
3. Information Scientists and Specialists
4. IT Professionals in Library Settings.
5. Educators and Researchers.
6. Museum and Cultural Heritage Professionals.

7. Government Agency Staff.
8. Anyone interested in Digital Information Curation and Management.

Course Outline

Module 1: Foundations of Digital Libraries and Information Architecture

- Defining Digital Libraries: Concepts, Evolution, and Scope.
- Key Components and Characteristics of a Modern Digital Library.
- Understanding Information Architecture for Digital Collections.
- Planning and Needs Assessment for Digital Library Projects.
- Legal, Ethical, and Social Issues in Digital Libraries.
- **Case Study:** Analyzing the information architecture of the "Digital Public Library of America (DPLA)" and identifying best practices for content organization and discovery.

Module 2: Digitization Processes and Standards

- Principles and Best Practices of Digital Imaging and Audio/Video Capture.
- Selection, Preparation, and Workflow for Digitization Projects.
- Quality Control, Image Enhancement, and File Formats for Digital Content.
- Equipment and Software for Effective Digitization.
- Managing Born-Digital Content and Ingest Workflows.
- **Case Study:** Examining the "Internet Archive" digitization efforts, focusing on their scanning processes, quality control, and scalable infrastructure.

Module 3: Metadata Management and Description

- Introduction to Metadata: Types, Functions, and Importance in Digital Libraries.
- Core Metadata Standards: Dublin Core, MARC, MODS, METS, PREMIS.
- Creating High-Quality Metadata: Practical Application and Best Practices.
- Metadata Interoperability and Crosswalking.
- Linked Data and Semantic Web for Enhanced Discoverability.
- **Case Study:** Developing a metadata schema for a hypothetical university's institutional repository, applying Dublin Core and exploring extensions for specific content types.

Module 4: Digital Preservation and Archiving

- Understanding Digital Preservation Principles and Challenges.
- Strategies for Long-Term Digital Preservation: Migration, Emulation, Refreshing.
- Digital Archiving Systems and Trusted Digital Repositories (TDRs).
- Risk Management and Disaster Recovery for Digital Collections.
- Preservation Metadata and Auditing Digital Objects.
- **Case Study:** Analyzing the digital preservation strategy of the "National Archives and Records Administration (NARA)" and discussing their approach to long-term access and authenticity.

Module 5: Digital Library Platforms and Open Source Solutions

- Overview of Digital Library Software: Proprietary vs. Open Source.
- Hands-on Training with Popular Open Source Platforms (e.g., DSpace, Omeka).
- Installation, Configuration, and Customization of Digital Library Systems.
- Content Management and Administration within Digital Library Platforms.
- Integration with Existing Systems and External Services.

- **Case Study:** Setting up a small thematic digital collection using Omeka, demonstrating item creation, metadata entry, and basic theme customization.

Module 6: User Experience (UX) and Interface Design

- Principles of User-Centered Design for Digital Libraries.
- Information Architecture and Navigation Design for Usability.
- Designing Intuitive and Accessible Interfaces (WCAG Compliance).
- User Testing and Feedback for Continuous Improvement.
- Mobile Accessibility and Responsive Design for Digital Libraries.
- **Case Study:** Evaluating the user experience of a major academic digital library website (e.g., a university library's digital collections portal) and suggesting UX improvements based on established principles.

Module 7: Copyright, Licensing, and Legal Aspects

- Fundamentals of Copyright Law in the Digital Age.
- Fair Use, Public Domain, and Creative Commons Licensing.
- Digital Rights Management (DRM) and Access Control.
- Managing Permissions and Licensing Agreements for Digital Content.
- Privacy Concerns and Data Protection in Digital Libraries.
- **Case Study:** Analyzing a real-world scenario involving copyright infringement in a digital collection and developing a strategy for compliance and prevention.

Module 8: Digital Library Project Management and Sustainability

- Planning and Managing Digital Library Projects: Lifecycle and Methodologies.
- Resource Allocation, Budgeting, and Funding Strategies.
- Marketing, Promotion, and Outreach for Digital Library Resources.
- Measuring Impact and Usage: Digital Library Analytics.
- Ensuring Long-Term Sustainability and Future Trends in Digital Libraries.
- **Case Study:** Developing a project plan for a new digital library initiative, including scope, timeline, budget estimation, and stakeholder identification.

Training Methodology:

This course employs a **blended learning approach** combining:

- **Interactive Lectures and Presentations:** Delivering core concepts and theoretical frameworks.
- **Hands-on Practical Exercises:** Applying learned skills through guided activities and software usage.
- **Case Study Analysis:** Examining real-world examples and problem-solving scenarios.
- **Group Discussions and Collaborative Projects:** Fostering peer learning and shared insights.
- **Demonstrations:** Showcasing practical applications of digital library tools and techniques.
- **Q&A Sessions:** Facilitating clarification and deeper understanding.

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
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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