



Institute for Capacity Development (ICD)

3rd Floor, Hatfield Corner, 1101 Burnett Street, Hatfield, P.O. Box 7288, Pretoria 0001, South Africa
Phone: +27123623397|Cell: +27603048492|Fax +27123623375| E-mail: coordinator@icdtraining.com

Library Management and Documentation

Course Objectives

Upon successful completion of this course participants should be able to:

- Describe the connections between libraries, archives and records management;
- Plan and implement a program for records generation and control; records retrieval and systems, and records retention scheduling and design;
- Create policies and procedures that guide the use of institutional information resources
- Understand the methods and technologies used to create, store, organize, and preserve records.
- Link Library management and documentation procedures and guides
- Apply software in library management and documentation
- Understand how archival and recordkeeping practices differ from and relate to other information management practices.
- Plan and implement records protection and vital records programs and corporate disaster plans;
- Understand the impact automation has had on archival theory and documentation practice

Target Groups

- Researchers
- Senior Manager and Librarians
- Academics and commentators
- Publishers
- Media Professionals

Course Outline

- Management skills and principles
- Understanding the role of libraries and documentation
- Visioning and strategic planning for libraries
- Change management theory and tools: practical sessions on tools and techniques,
- key roles in the change process, communications, and people and change (library staff, managing resistance, reward structures)
- Facilities & Safety
- Communication to stakeholders
- Overview of documentation management
- Records lifecycle/continuum

- Core functions of archives and records management
- Documentation preservation
- Design, Administration and Oversight of documentation Systems
- Management documents including policies and procedures
- Legal Issues including confidentiality, censorship, copyright and conflict
- Intellectual Freedom
- Evaluating and Selecting Materials
- Cyber-infrastructure and new knowledge environments for research and education
- Trends in the information business
- Records management and archival administration
- Information regulation, policies and procedures
- Keeping records in records centres,
- Management of electronic records: issues, challenges, problems
- Conservation and transfer of records
- Library and Information Center Management
- Planning and Design of Libraries and Information Center
- Information Management and Communication Technology
- Value creation and the scope of library services
- Organization of Information
- Information Technology in Libraries and Information Centers
- Records and information distribution control
- Records management as risk management
- Publications and Production of Information Materials
- Adjustments of the archival management and conservation to new technologies of production
- Information storage technologies
- Computer skills for information management
- Use of WINISSIS and GENISSIS in Libraries
- Troubleshooting and Maintenance
- Management of Library Websites
- The future role of national libraries
- IT Skills
- Action planning

Dates: 05th – 16th June 2017

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Pretoria, RSA