Institutional Repository Management 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

Institutional Repository Management is a strategic function that supports digital transformation, knowledge preservation, open access publishing, research visibility, scholarly communication, metadata management, digital archiving, and long-term information governance. Modern repositories enable universities, research institutions, government agencies, and corporate organizations to preserve intellectual assets while improving global research discoverability through international indexing standards, persistent identifiers, digital preservation frameworks, and interoperable repository platforms. Effective repository management strengthens institutional reputation, enhances research impact, and promotes compliance with evolving open science initiatives.

Institutional Repository Management Training Course equips participants with practical skills to establish, administer, optimize, and sustain institutional repositories using international best practices. The course explores repository software, metadata standards, digital preservation strategies, copyright management, research data management, artificial intelligence applications, repository analytics, cybersecurity, cloud-based repository infrastructure, and policy development. Participants will gain practical knowledge that improves repository performance, institutional visibility, research accessibility, and digital knowledge management.

Programme Curriculum

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Course Objectives

After completing this course, participants will be able to:

1. Develop sustainable institutional repository strategies.
2. Implement international metadata standards for improved discoverability.
3. Manage digital collections using modern repository platforms.
4. Strengthen research visibility through Open Access initiatives.
5. Apply digital preservation and long-term archiving techniques.
6. Enhance repository interoperability using global standards.
7. Implement research data management best practices.
8. Manage copyright, licensing, and intellectual property compliance.
9. Utilize AI-powered repository management tools.
10. Improve repository security and risk management.
11. Monitor repository performance using analytics dashboards.
12. Develop repository governance and institutional policies.
13. Promote repository adoption through stakeholder engagement.

Organizational Benefits

- Increased institutional research visibility.
- Enhanced knowledge preservation.
- Improved compliance with international standards.
- Better research collaboration.
- Higher institutional reputation.
- Reduced information loss.
- Improved digital asset management.
- Greater operational efficiency.
- Stronger regulatory compliance.
- Better decision-making through repository analytics.

Target Audience

- University librarians.

- Repository administrators.
- Research managers.
- Information professionals.
- Digital archivists.
- ICT officers.
- Academic staff.
- Knowledge management professionals.

Course Duration: 5 days

Course Modules

Module 1: Institutional Repository Foundations

- Principles of institutional repositories.
- Repository planning and governance.
- Open Access frameworks.
- Repository lifecycle management.
- Repository policy development.
- Case Study: MIT Institutional Repository implementation.

Module 2: Repository Software and Technologies

- DSpace administration.
- EPrints implementation.
- Fedora repository platforms.
- Cloud repository solutions.
- Repository system integration.
- Case Study: Harvard DASH Repository.

Module 3: Metadata Management

- Dublin Core standards.
- Metadata quality assurance.
- Authority control.
- Persistent identifiers (DOI & ORCID).
- Metadata interoperability.
- Case Study: Europe PMC Metadata Framework.

Module 4: Digital Preservation

- Digital preservation strategies.
- File format sustainability.

- Backup and disaster recovery.
- Digital curation workflows.
- Long-term archiving.
- Case Study: UK Digital Preservation Coalition.

Module 5: Copyright and Research Data Management

- Intellectual property management.
- Creative Commons licensing.
- Research data lifecycle.
- Data management planning.
- Legal compliance.
- Case Study: CERN Open Data Repository.

Module 6: Repository Security and Analytics

- Repository cybersecurity.
- Access control mechanisms.
- Performance monitoring.
- Repository usage analytics.
- AI-powered repository optimization.
- Case Study: Stanford Digital Repository.

Module 7: Repository Promotion and User Engagement

- Research visibility strategies.
- Researcher outreach.
- Repository marketing.
- User support services.
- Institutional collaboration.
- Case Study: University of Oxford ORA Repository.

Module 8: Emerging Trends and Future Innovations

- Artificial Intelligence applications.
- Machine learning for repositories.
- Blockchain in digital preservation.
- Cloud-native repositories.
- Future repository technologies.
- Case Study: UNESCO Open Science Repository Initiatives.

Training Methodology

- Interactive expert-led presentations.
- Practical repository software demonstrations.
- Guided hands-on laboratory sessions.
- Group discussions and peer learning.
- Individual and team-based practical exercises.
- International case study analysis.
- Repository implementation workshops.
- 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

Start Date	End Date	Location	Price
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

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com