Koha Library 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

Koha Library Management Training is designed to equip librarians, information professionals, ICT personnel, archivists, and knowledge managers with advanced skills in implementing, administering, and optimizing the Koha Integrated Library System (ILS). The course emphasizes digital library transformation, library automation, metadata management, MARC21 cataloguing, RFID integration, cloud-based library systems, OPAC customization, circulation management, acquisitions, serials control, and library analytics to improve operational efficiency and user experience.

Participants will gain practical knowledge in configuring Koha, managing bibliographic records, administering patrons, generating reports, securing library databases, and integrating modern technologies for smart library services. Through real-world case studies and hands-on exercises, learners will develop competencies required to support digital libraries, academic institutions, public libraries, research organizations, and corporate knowledge centers while aligning with international library management standards and best practices.

Programme Curriculum

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Course Objectives

After completing this course, participants will be able to:

1. Implement Koha Integrated Library System successfully.
2. Configure modern digital library environments.
3. Manage MARC21 bibliographic records effectively.
4. Administer patron registration and circulation workflows.
5. Optimize OPAC for enhanced user experience.
6. Configure acquisitions and vendor management.
7. Manage serials and periodical subscriptions.
8. Generate advanced library performance reports.
9. Secure Koha databases and user permissions.
10. Integrate RFID and barcode technologies.
11. Perform backup, recovery, and system maintenance.
12. Improve digital resource accessibility and interoperability.
13. Apply global library automation best practices.

Organizational Benefits

- Improved service delivery.
- Reduced operational costs.
- Enhanced digital transformation.
- Better resource utilization.
- Increased data accuracy.
- Improved decision-making.
- Stronger information governance.
- Higher customer satisfaction.
- Improved institutional reputation.
- Sustainable library management.

Target Audience

- Librarians
- Assistant Librarians
- Library Managers
- Information Officers
- Archivists
- ICT Officers
- Knowledge Management Professionals

- University and Research Staff

Course Duration: 5 days

Course Modules

Module 1: Introduction to Koha Library Management

- Overview of Koha Integrated Library System.
- Installation requirements and architecture.
- User interface and navigation.
- System administration fundamentals.
- Library automation concepts.
- Case Study: Koha implementation at a national university library.

Module 2: Cataloguing and Metadata Management

- MARC21 bibliographic records.
- Authority control management.
- Metadata standards and quality.
- Importing and exporting records.
- Classification systems.
- Case Study: Metadata standardization in a research institution.

Module 3: Patron and Circulation Management

- Patron registration.
- Membership categories.
- Loan and return processing.
- Reservations and renewals.
- Fine and overdue management.
- Case Study: Improving circulation efficiency in a public library.

Module 4: OPAC and Digital Resource Management

- OPAC configuration.
- Advanced search features.
- Digital collections management.
- User personalization.
- Online resource accessibility.
- Case Study: Enhancing user engagement through OPAC customization.

Module 5: Acquisitions and Serials Management

- Vendor management.
- Budget allocation.
- Purchase workflows.
- Serials subscription control.
- Inventory management.
- Case Study: Streamlining acquisitions in an academic library.

Module 6: Reports, Analytics and Administration

- Report generation.
- SQL report customization.
- Library performance indicators.
- User permissions.
- Audit and compliance.
- Case Study: Data-driven decision-making in university libraries.

Module 7: System Maintenance and Security

- Backup and recovery.
- Database optimization.
- Security configuration.
- Software upgrades.
- Troubleshooting techniques.
- Case Study: Disaster recovery planning in digital libraries.

Module 8: Emerging Trends in Library Automation

- Cloud-hosted Koha.
- RFID integration.
- Mobile library services.
- AI-enabled library technologies.
- Future digital library innovations.
- Case Study: Smart library transformation at an international university.

Training Methodology

- Instructor-led interactive presentations.
- Practical hands-on Koha configuration exercises.
- Live demonstrations using real library datasets.

- Guided laboratory sessions.
- Individual and group assignments.
- Case study analysis.
- Group discussions and peer learning.
- System administration simulations.
- Knowledge assessments and quizzes.
- Action planning for workplace implementation.

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:

Register Online Now

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