Library Systems Administration 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

Modern Library Systems Administration is a strategic discipline that integrates Integrated Library Systems (ILS), Library Services Platforms (LSP), cloud computing, digital repositories, metadata management, cybersecurity, automation, artificial intelligence, data analytics, and information governance to deliver efficient, secure, and user-centered library services. Organizations increasingly rely on digital transformation, interoperability, electronic resource management, and scalable infrastructure to improve knowledge accessibility, optimize workflows, and strengthen institutional performance. Effective library systems administrators ensure seamless system integration, database reliability, network availability, and compliance with international information standards.

Library Systems Administration Training Course equips participants with practical skills for deploying, configuring, maintaining, securing, and optimizing modern library technologies. The course emphasizes system administration, cloud-based library solutions, digital preservation, performance monitoring, disaster recovery, automation, and emerging technologies while incorporating global best practices and real-world case studies. Participants will develop the competencies required to manage modern library ecosystems that support continuous innovation, operational excellence, and sustainable digital services.

Programme Curriculum

Library Systems Administration Training Course

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Course Objectives

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

1. Understand modern Library Systems Administration principles.
2. Configure Integrated Library Systems efficiently.
3. Optimize library database performance using analytics.
4. Implement cybersecurity best practices for library systems.
5. Manage cloud-based library platforms effectively.
6. Administer digital repositories and institutional archives.
7. Apply metadata standards for information management.
8. Automate library workflows using emerging technologies.
9. Monitor system performance and troubleshoot technical issues.
10. Develop disaster recovery and business continuity plans.
11. Integrate third-party library applications securely.
12. Enhance digital user services through innovation.
13. Apply global best practices in library systems governance.

Organizational Benefits

- Improved operational efficiency.
- Enhanced system reliability and uptime.
- Stronger cybersecurity posture.
- Better digital resource accessibility.
- Increased staff productivity.
- Improved user satisfaction.
- Reduced operational risks.
- Enhanced regulatory compliance.
- Better institutional knowledge management.
- Sustainable digital transformation.

Target Audiences

- Library Systems Administrators.
- Librarians and Information Specialists.
- ICT Officers.

- Digital Repository Managers.
- Knowledge Management Professionals.
- Academic Library Staff.
- Records and Information Managers.
- Institutional Technology Managers.

Course Duration: 5 days

Course Modules

Module 1: Foundations of Library Systems Administration

- Library systems architecture.
- Integrated Library Systems overview.
- Library Services Platforms.
- User roles and permissions.
- Information governance.
- Case Study: National Library Board Singapore digital transformation.

Module 2: System Installation and Configuration

- Software installation.
- Server configuration.
- Database connectivity.
- User authentication.
- Performance optimization.
- Case Study: Koha implementation in Kenyan academic libraries.

Module 3: Metadata and Catalog Management

- MARC21 standards.
- RDA implementation.
- Authority control.
- Metadata quality assurance.
- Catalog maintenance.
- Case Study: Library of Congress metadata modernization.

Module 4: Digital Repositories and Electronic Resources

- Repository administration.
- Digital preservation.
- Electronic resource management.
- Open access integration.

- Content lifecycle management.
- Case Study: DSpace implementation at MIT.

Module 5: Cybersecurity and Business Continuity

- Access security.
- Backup strategies.
- Disaster recovery.
- Risk management.
- Compliance requirements.
- Case Study: British Library cyber incident response.

Module 6: Cloud Computing and Systems Integration

- Cloud deployment.
- API integration.
- Third-party applications.
- Data migration.
- Infrastructure scalability.
- Case Study: OCLC cloud services implementation.

Module 7: System Monitoring and Automation

- Performance monitoring.
- Log management.
- Workflow automation.
- Reporting dashboards.
- Predictive maintenance.
- Case Study: Ex Libris Alma operational analytics.

Module 8: Emerging Technologies and Innovation

- Artificial Intelligence.
- Machine learning applications.
- Data analytics.
- Smart library technologies.
- Future digital trends.
- Case Study: Helsinki Central Library Oodi digital innovation.

Training Methodology

- Instructor-led interactive lectures.
- Guided practical laboratory sessions.
- Live software demonstrations.
- Hands-on configuration exercises.
- Individual and group assignments.
- Case study analysis.
- Guided discussions and peer learning.
- Problem-solving workshops.
- Knowledge assessments and feedback.
- 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

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

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