Preservation Metadata 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

Preservation Metadata is a critical component of modern digital preservation, ensuring the long-term accessibility, authenticity, integrity, usability, and security of digital assets across organizations. As institutions increasingly adopt digital transformation, cloud storage, artificial intelligence, digital archives, research repositories, and electronic records management, effective preservation metadata frameworks have become essential for sustainable information governance. Preservation Metadata Training Course equips participants with practical knowledge of metadata standards, digital preservation strategies, interoperability frameworks, lifecycle management, metadata automation, trusted digital repositories, and compliance with international best practices.

Participants will explore globally recognized preservation metadata standards including PREMIS, METS, Dublin Core, OAIS, XML, RDF, linked data technologies, metadata quality assurance, digital curation, risk management, and emerging technologies supporting long-term digital preservation. Through practical case studies and hands-on exercises, learners will develop the competencies required to design, implement, manage, and evaluate preservation metadata systems that support organizational resilience, digital continuity, regulatory compliance, and sustainable information management.

Programme Curriculum

Preservation Metadata Training Course

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Course Objectives

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

1. Understand digital preservation principles and preservation metadata frameworks.
2. Apply PREMIS metadata standards for digital preservation.
3. Develop interoperable metadata using international standards.
4. Implement metadata quality assurance and validation techniques.
5. Design sustainable digital preservation workflows.
6. Integrate metadata with trusted digital repositories.
7. Manage metadata throughout the digital asset lifecycle.
8. Improve metadata automation using emerging technologies.
9. Evaluate digital preservation risks and mitigation strategies.
10. Strengthen compliance with international preservation standards.
11. Optimize metadata governance for institutional repositories.
12. Enhance long-term accessibility and authenticity of digital resources.
13. Develop scalable preservation metadata implementation strategies.

Organizational Benefits

- Improves long-term preservation of digital assets.
- Enhances regulatory and standards compliance.
- Strengthens organizational knowledge management.
- Reduces digital preservation risks.
- Improves metadata consistency and interoperability.
- Supports trusted digital repository implementation.
- Increases operational efficiency through automation.
- Enhances digital information accessibility.
- Promotes institutional sustainability.
- Strengthens organizational decision-making.

Target Audience

- Archivists
- Librarians
- Records Managers

- Digital Preservation Specialists
- Information Managers
- IT Professionals
- Repository Administrators
- Researchers and Knowledge Managers

Course Duration: 5 days

Course Modules

Module 1: Introduction to Preservation Metadata

- Fundamentals of preservation metadata
- Digital preservation lifecycle
- Metadata concepts and terminology
- Preservation policies and governance
- International metadata standards
- Case Study: Digital preservation at the UK National Archives

Module 2: PREMIS and Metadata Standards

- PREMIS data model
- Dublin Core integration
- METS implementation
- OAIS reference model
- Metadata interoperability
- Case Study: Library of Congress PREMIS implementation

Module 3: Metadata Creation and Management

- Metadata capture techniques
- Metadata documentation
- Metadata quality control
- Metadata validation tools
- Controlled vocabularies
- Case Study: Europeana metadata management framework

Module 4: Digital Preservation Systems

- Trusted digital repositories
- Repository architecture
- Digital asset management
- Storage strategies

- Preservation workflows
- Case Study: DuraSpace digital repository implementation

Module 5: Metadata Automation and Technologies

- XML and RDF applications
- Linked data technologies
- Artificial intelligence in metadata
- Automation tools
- Metadata harvesting
- Case Study: National Library of Australia digital preservation system

Module 6: Risk Management and Compliance

- Preservation risk assessment
- Information security
- Compliance frameworks
- Digital authenticity
- Audit and certification
- Case Study: ISO 16363 repository certification project

Module 7: Metadata Quality Assurance

- Metadata quality metrics
- Data cleansing
- Metadata consistency
- Performance monitoring
- Continuous improvement
- Case Study: Harvard Library metadata quality initiative

Module 8: Future Trends in Preservation Metadata

- Cloud preservation
- Blockchain applications
- Artificial intelligence innovations
- Digital sustainability
- Emerging preservation technologies
- Case Study: UNESCO digital heritage preservation initiatives

Training Methodology

- Interactive expert-led presentations
- Practical demonstrations and hands-on exercises
- Individual and group assignments
- Case study analysis and discussions
- Metadata design workshops
- Software demonstrations
- Digital preservation simulations
- Group presentations
- Knowledge assessments
- 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:

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