RDA Cataloguing Standards 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

RDA Cataloguing Standards Training Course is designed to equip librarians, information professionals, archivists, and knowledge managers with advanced skills in Resource Description and Access (RDA) implementation. The course focuses on modern cataloguing practices, metadata management, linked data principles, bibliographic control, authority records, and international information organization standards. Participants will gain practical knowledge of transitioning from traditional cataloguing frameworks to RDA-based approaches that improve resource discovery, interoperability, and digital library services.

With the increasing demand for effective digital information management, RDA cataloguing has become a critical competency for libraries, academic institutions, research organizations, and cultural heritage centers worldwide. This training provides strategic insights into RDA elements, FRBR/LRM conceptual models, MARC 21 integration, authority control, and emerging metadata technologies. Through global case studies and practical exercises, participants will develop the expertise required to create accurate, consistent, and user-focused cataloguing records that support modern information ecosystems.

Programme Curriculum

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Course Objectives

1. Understand the principles and structure of Resource Description and Access (RDA) cataloguing standards.
2. Develop advanced skills in metadata creation, management, and quality control.
3. Apply RDA rules for effective bibliographic and authority record creation.
4. Explore linked data concepts and their application in library cataloguing.
5. Gain practical knowledge of FRBR and IFLA Library Reference Model (LRM) frameworks.
6. Improve cataloguing workflows through international best practices.
7. Implement RDA elements for digital resources and electronic collections.
8. Strengthen authority control and name entity management techniques.
9. Enhance interoperability between library systems and information platforms.
10. Analyze global trends in cataloguing standards and metadata technologies.
11. Apply MARC 21 and RDA integration techniques effectively.
12. Develop strategies for improving library discovery systems.
13. Build professional competency in modern information organization practices.

Organizational Benefits

- Improved accuracy and consistency of library cataloguing records.
- Enhanced discoverability of digital and physical resources.
- Better compliance with international cataloguing standards.
- Increased efficiency in metadata creation workflows.
- Improved interoperability between library management systems.
- Stronger institutional knowledge management capabilities.
- Enhanced user experience through better search and retrieval.
- Improved staff competency in modern cataloguing technologies.
- Support for digital transformation initiatives.
- Increased organizational readiness for linked data environments.

Target Audiences

1. Librarians and cataloguing professionals.
2. Academic and research library staff.
3. Archivists and information managers.
4. Digital library specialists.
5. Metadata and knowledge management professionals.
6. Library system administrators.
7. Information science students and researchers.

8. Documentation and records management officers.

Course Duration: 5 days

Course Modules

Module 1: Introduction to RDA Cataloguing Standards

- Overview of RDA principles, objectives, and international adoption.
- Differences between RDA and traditional cataloguing standards.
- Understanding RDA terminology and cataloguing structures.
- Introduction to RDA Toolkit and professional resources.
- Role of RDA in digital transformation of libraries.
- Case study: Implementation of RDA standards at the British Library.

Module 2: Foundations of Bibliographic Description

- Understanding bibliographic entities and relationships.
- Applying RDA instructions for resource description.
- Identifying works, expressions, manifestations, and items.
- Creating accurate descriptive cataloguing records.
- Managing information resources across formats.
- Case study: Library of Congress transition to RDA cataloguing.

Module 3: FRBR and IFLA Library Reference Model

- Exploring FRBR conceptual frameworks.
- Understanding IFLA LRM principles.
- Applying entity-relationship models in cataloguing.
- Improving resource discovery through linked relationships.
- Connecting metadata elements across systems.
- Case study: European library networks using LRM-based models.

Module 4: RDA Elements and Metadata Creation

- Identifying core and supplementary RDA elements.
- Creating structured metadata records.
- Applying controlled vocabularies and terminology.
- Managing attributes of information resources.
- Ensuring metadata consistency and accuracy.
- Case study: Digital collections management at Harvard University Library.

Module 5: Authority Control and Access Points

- Creating and managing authority records.
- Applying authorized access points in RDA.
- Managing names, subjects, and identifiers.
- Improving search accuracy through authority control.
- Linking entities across information systems.
- Case study: National Library of Australia authority services.

Module 6: MARC 21 and RDA Integration

- Understanding MARC 21 fields and RDA elements.
- Mapping RDA metadata into MARC environments.
- Improving bibliographic record exchange.
- Managing machine-readable cataloguing data.
- Supporting library automation systems.
- Case study: Library of Congress MARC-RDA integration projects.

Module 7: RDA for Digital Resources and Emerging Technologies

- Applying RDA standards to electronic resources.
- Managing digital objects and online publications.
- Understanding metadata interoperability requirements.
- Exploring linked data and semantic technologies.
- Preparing libraries for future cataloguing environments.
- Case study: Digital library initiatives in Singapore National Library.

Module 8: RDA Implementation Strategies and Quality Management

- Developing institutional RDA implementation plans.
- Establishing cataloguing policies and procedures.
- Conducting metadata quality assurance reviews.
- Training staff for sustainable RDA adoption.
- Measuring cataloguing performance improvements.
- Case study: University library RDA migration projects worldwide.

Training Methodology

- Interactive instructor-led presentations covering RDA concepts and applications.
- Practical cataloguing exercises using real-world bibliographic examples.
- Group discussions focusing on international cataloguing challenges.

- Case study analysis from leading global libraries and information centers.
- Hands-on demonstrations of RDA Toolkit and metadata systems.
- Assessment activities to evaluate participant understanding and application.

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
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
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

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