Training Course on Developing and Managing Institutional Repositories

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's digital age, the effective management and dissemination of an institution's intellectual output are paramount. Training Course on Developing and Managing Institutional Repositories provides participants with the essential knowledge and practical skills to establish, operate, and grow a robust repository. By understanding the core principles of **scholarly communication**, **open access initiatives**, and **digital preservation strategies**, participants will be equipped to maximize the visibility, impact, and long-term accessibility of their institution's research, data, and other valuable assets. This course delves into the technical infrastructure, policy frameworks, and community engagement strategies necessary for a successful institutional repository, ultimately fostering a culture of knowledge sharing and enhancing the institution's reputation and research impact.

This comprehensive program addresses the increasing demand for expertise in **repository management**, covering critical aspects such as **metadata standards**, **workflow design**, **copyright considerations**, and **platform selection**. Participants will gain hands-on experience in implementing best practices for content ingestion, organization, and retrieval, ensuring the repository serves as a dynamic and valuable resource for both internal and external stakeholders. By focusing on **user engagement**, **system interoperability**, and the latest trends in **research data management**, this training empowers individuals to become proficient stewards of their institution's intellectual heritage and active contributors to the global landscape of open knowledge.

Programme Curriculum

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Course Objectives

Upon completion of this training course, participants will be able to:

1. Understand the fundamental concepts and strategic importance of **institutional repositories** in the context of scholarly communication.
2. Identify and apply relevant **metadata standards** (e.g., Dublin Core, MODS) for effective resource description and discovery.
3. Develop and implement efficient **content submission workflows** that ensure data quality and streamline the deposit process.
4. Navigate and address key **copyright and intellectual property issues** related to repository content.
5. Evaluate and select appropriate **repository software platforms** (e.g., DSpace, Fedora, EPrints) based on institutional needs.
6. Design and implement effective **search and discovery mechanisms** to enhance user access to repository content.
7. Develop strategies for **long-term digital preservation** to ensure the accessibility and integrity of repository materials over time.
8. Establish and manage **repository policies and procedures** that govern content acquisition, access, and use.
9. Implement methods for tracking and reporting on **repository usage and impact metrics**.
10. Foster **user engagement and outreach strategies** to promote the repository and its resources within the institution and beyond.
11. Understand the principles of **research data management** and the role of repositories in data curation and sharing.
12. Ensure **system interoperability** with other relevant institutional systems and external services.

13. Stay abreast of **emerging trends and best practices** in the field of institutional repository development and management.

Organizational Benefits

- A well-managed repository increases the discoverability of institutional research outputs, leading to greater citation counts and academic influence.
- Showcasing research and scholarly work in an accessible platform enhances the institution's standing within the academic community and with the public.
- The training equips staff to navigate and comply with funder and government open access policies.
- Ensures the long-term availability of valuable research, data, and other scholarly assets, safeguarding the institution's intellectual heritage.
- Provides a framework for managing and sharing research data, fostering collaboration and reproducibility.
- Centralizes access to institutional outputs, reducing the time and effort spent locating research materials.
- Repositories can house teaching materials, theses, and dissertations, enriching the educational experience.
- A commitment to open access and research dissemination can attract and retain high-caliber researchers and scholars.

Target Audience

1. Library and Information Science Professionals
2. Research Support Staff
3. IT Professionals involved in research infrastructure
4. University Administrators and Research Managers
5. Archivists and Digital Curators
6. Faculty Members interested in open access and research dissemination
7. Graduate Students involved in research data management
8. Anyone responsible for managing and promoting institutional research outputs

Course Outline

Module 1: Foundations of Institutional Repositories

- Defining Institutional Repositories: Purpose, Types, and Benefits.
- The Role of IRs in the Scholarly Communication Landscape.
- Open Access Principles and Policies: A Global Perspective.
- Understanding Metadata and its Importance in Repositories.
- Case Study: The University of Nairobi's Digital Repository and its impact on research visibility.

Module 2: Planning and Policy Development

- Developing a Strategic Plan for Your Institutional Repository.
- Creating Essential Repository Policies: Submission, Access, Preservation.
- Addressing Legal and Ethical Considerations: Copyright, Licensing, Data Privacy.
- Workflow Design: From Submission to Access and Preservation.
- Case Study: Implementing a successful repository policy at Makerere University.

Module 3: Metadata Standards and Interoperability

- In-depth Review of Key Metadata Standards: Dublin Core, MODS, MARC.
- Applying Metadata Best Practices for Enhanced Discoverability.
- Ensuring Interoperability with Other Systems and Platforms.
- Controlled Vocabularies and Authority Control.
- Case Study: Using consistent metadata to improve search results in the University of Cape Town's repository.

Module 4: Repository Software Platforms

- Overview and Comparison of Popular Repository Software: DSpace, EPrints, Fedora.
- Key Features and Functionalities: Ingestion, Search, Display, Statistics.
- Installation, Configuration, and Customization Options.
- Integration with Other Institutional Systems.
- Case Study: Choosing and implementing DSpace at the University of Dar es Salaam.

Module 5: Content Ingestion and Workflow Management

- Developing Efficient Submission Workflows for Different Content Types.
- Quality Control and Metadata Review Processes.
- Batch Ingestion and Migration Strategies.
- Managing Different File Formats and Versions.
- Case Study: Streamlining the thesis and dissertation submission process at Kenyatta University.

Module 6: Access, Discovery, and User Engagement

- Designing User-Friendly Interfaces for Access and Discovery.
- Implementing Effective Search Strategies and Faceted Navigation.
- Promoting Repository Content through Outreach and Advocacy.
- Gathering User Feedback and Improving Services.
- Case Study: Enhancing user engagement with the repository at Stellenbosch University.

Module 7: Digital Preservation Strategies

- Understanding the Principles of Digital Preservation.
- Developing a Long-Term Preservation Plan.
- File Format Considerations and Migration Strategies.
- Metadata for Preservation.
- Case Study: Implementing a digital preservation strategy at the National Library of South Africa.

Module 8: Measuring Impact and Future Trends

- Collecting and Analyzing Repository Usage Statistics.
- Demonstrating the Impact of the Institutional Repository.
- Exploring Emerging Trends: Research Data Management, Open Science.
- Planning for Future Growth and Sustainability.
- Case Study: Using repository metrics to demonstrate research impact at the University of Ghana.

Training Methodology

This training course will employ a blended learning approach incorporating:

- **Interactive Lectures:** Providing foundational knowledge and introducing key concepts.
- **Hands-on Exercises:** Allowing participants to apply learned skills in practical scenarios.
- **Group Discussions:** Fostering peer learning and the exchange of experiences.
- **Case Study Analysis:** Examining real-world examples of successful and challenging repository implementations.
- **Software Demonstrations:** Providing practical exposure to repository platforms.

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:

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