Training Course on Library Automation System Management

Professional Development Training Course Outline

Category	Library Institute	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

The landscape of information management is rapidly evolving, demanding that libraries transition from traditional, manual operations to dynamic, technologically-driven environments. This transformation is powered by **Library Automation Systems (LAS)**, which are no longer a luxury but a fundamental necessity for efficient resource management, enhanced user experience, and improved operational workflows. Embracing automation allows libraries to unlock their full potential, providing seamless access to vast digital and physical collections, streamlining essential tasks like **cataloging, circulation, acquisitions, and inventory management**, and ultimately fostering a more engaging and accessible information hub for their communities.

Training Course on Library Automation System Management is meticulously designed to equip library professionals with the essential skills and knowledge to navigate and leverage cutting-edge **Integrated Library Systems (ILS)**. Participants will gain practical expertise in **digital resource management, metadata standards, system administration, and data analytics**, enabling them to optimize library services, foster **digital literacy**, and drive innovation within their institutions. By mastering the intricacies of library automation, attendees will be empowered to lead their libraries into the future, ensuring they remain vital centers of learning and information in the **digital age**.

Programme Curriculum

Training Course on Library Automation System Management

Introduction

The landscape of information management is rapidly evolving, demanding that libraries transition from traditional, manual operations to dynamic, technologically-driven environments. This transformation is powered by **Library Automation Systems (LAS)**, which are no longer a luxury but a fundamental necessity for efficient resource management, enhanced user experience, and improved operational workflows. Embracing automation allows libraries to unlock their full

potential, providing seamless access to vast digital and physical collections, streamlining essential tasks like **cataloging, circulation, acquisitions, and inventory management**, and ultimately fostering a more engaging and accessible information hub for their communities.

Training Course on Library Automation System Management is meticulously designed to equip library professionals with the essential skills and knowledge to navigate and leverage cutting-edge **Integrated Library Systems (ILS)**. Participants will gain practical expertise in **digital resource management, metadata standards, system administration, and data analytics**, enabling them to optimize library services, foster **digital literacy**, and drive innovation within their institutions. By mastering the intricacies of library automation, attendees will be empowered to lead their libraries into the future, ensuring they remain vital centers of learning and information in the **digital age**.

Course Duration

10 days

Course Objectives

1. Grasp the core concepts, architecture, and benefits of modern **Integrated Library Systems** and **Cloud-Based Library Solutions**.
2. Develop proficiency in managing diverse **e-resources, digital collections**, and multimedia assets within an automated environment.
3. Implement and manage **MARC21, RDA, Dublin Core**, and other critical **metadata standards** for efficient cataloging and data interoperability.
4. Streamline **automated circulation processes** including check-in, check-out, renewals, holds, and interlibrary loan management.
5. Efficiently manage **acquisitions workflows, vendor management, electronic resource management (ERM)**, and serials control.
6. Understand and apply **RFID and barcode scanning** for precise inventory control and enhanced security.
7. Configure and customize **Online Public Access Catalogs (OPAC)** and **discovery layers** for intuitive user search and enhanced resource discoverability.
8. Generate and interpret **library analytics, usage statistics, and performance reports** to inform strategic decision-making.
9. Implement **data security best practices, backup solutions, and disaster recovery planning** to protect sensitive library data.
10. Explore the integration of **AI, Machine Learning, IoT, and mobile applications** within library automation systems.
11. Gain practical skills in **system configuration, user management, and troubleshooting common ILS issues**.
12. Develop and implement strategies to promote **digital literacy** and provide user training on automated library systems.
13. Understand and adapt to **future trends in library technology** to ensure long-term relevance and effectiveness.

Organizational Benefits

- Automates repetitive tasks, reducing manual workload and freeing up staff for more value-added services.
- Provides 24/7 access to resources, intuitive search capabilities, personalized recommendations, and self-service options.
- Centralizes and organizes vast collections, making both physical and digital resources easily discoverable and accessible.

- Ensures accurate tracking of library materials, minimizes loss, and improves resource allocation.
- Reduces administrative overhead, streamlines workflows, and avoids duplicate purchases.
- Provides robust reporting and analytics for informed collection development, service planning, and resource allocation.
- Safeguards sensitive patron and collection data through robust security protocols.
- Positions the library as a modern, technology-driven institution capable of adapting to evolving information needs.
- Empowers staff with efficient tools, leading to greater job satisfaction and service quality.
- Allows for integration with other institutional systems (e.g., LMS, SIS) for a cohesive information ecosystem.

Target Audience

1. Librarians and Library Staff.
2. Library Directors and Managers.
3. IT Professionals in Libraries.
4. Catalogers and Metadata Specialists.
5. Acquisitions and Serials Librarians.
6. Information Science Students and Graduates
7. Archivists and Records Managers
8. Educators and Researchers.

Course Outline

Module 1: Introduction to Library Automation Systems (LAS)

- Understanding the Evolution and Necessity of Library Automation.
- Overview of Different Types of Library Automation Systems (ILS, DLS, Open-Source vs. Proprietary).
- Key Components and Architecture of a Modern ILS.
- Benefits of Automation for Libraries and Patrons.
- **Case Study:** *Analyzing the transition of a traditional university library to a cloud-based ILS, highlighting initial challenges and long-term gains in accessibility and efficiency.*

Module 2: Core Functions of an Integrated Library System (ILS)

- Exploring the Interconnected Modules: Cataloging, Circulation, Acquisitions, Serials, OPAC, Reporting.
- Understanding Data Flow and Integration within an ILS.
- Key Features for Enhanced Library Operations.
- Customization and Configuration Options in ILS.
- **Case Study:** *Examining how a public library optimized its inter-departmental workflows by implementing a fully integrated ILS, leading to reduced manual errors and improved staff collaboration.*

Module 3: Cataloging and Metadata Management

- Introduction to Bibliographic Records and Metadata Standards (MARC21, RDA).
- Creating, Editing, and Managing Bibliographic and Authority Records.
- Data Import/Export and Z39.50 Functionality.
- Batch Processing and Data Normalization.
- **Case Study:** *A special library implementing a new cataloging module to standardize its unique collection of archival materials, ensuring consistent metadata and improved*

discoverability for researchers.

Module 4: Circulation Management

- Setting Up Loan Rules, Patron Categories, and Fine Policies.
- Automated Check-in/Check-out Processes.
- Managing Holds, Recalls, and Interlibrary Loans (ILL).
- Implementing Self-Service Kiosks and Mobile Circulation.
- **Case Study:** *A school library reducing overdue rates and enhancing student engagement through the implementation of automated email notifications and a user-friendly mobile circulation app.*

Module 5: Acquisitions and Serials Control

- Automated Ordering, Receiving, and Invoicing Workflows.
- Vendor Management and Electronic Data Interchange (EDI).
- Managing Serials Subscriptions and Electronic Resource Management (ERM).
- Budget Tracking and Fund Management.
- **Case Study:** *A corporate library streamlining its journal subscriptions and e-book purchases through an integrated acquisitions module, resulting in significant cost savings and faster resource availability.*

Module 6: Patron and User Management

- Creating and Managing Patron Accounts and Profiles.
- Defining Patron Privileges and Access Control.
- Managing Patron Notifications (Overdues, Holds Ready).
- Data Privacy and Security for Patron Information.
- **Case Study:** *A community library enhancing patron engagement by leveraging patron data to offer personalized reading recommendations and targeted program invitations.*

Module 7: Online Public Access Catalog (OPAC) and Discovery

- Designing User-Friendly OPAC Interfaces.
- Advanced Search Functionalities, Filters, and Facets.
- Personalized User Dashboards and Reading History.
- Integration with Discovery Layers (e.g., EBSCO Discovery Service, Summon).
- **Case Study:** *A university library dramatically increasing resource usage by implementing a new discovery layer that provides a unified search experience across all its physical and digital collections.*

Module 8: Inventory Management and Stocktaking

- Utilizing RFID and Barcode Technologies for Efficient Inventory.
- Performing Stocktaking and Shelf-Reading with Automated Tools.
- Identifying Missing, Lost, or Damaged Items.
- Weeding and Collection Maintenance Strategies.
- **Case Study:** *A large academic library reducing annual inventory time by 70% after implementing an RFID-based inventory system, minimizing disruption to library services.*

Module 9: Reporting and Data Analytics

- Generating Standard and Custom Reports on Circulation, Acquisitions, and Usage.
- Interpreting Key Performance Indicators (KPIs) for Library Performance.
- Using Analytics for Collection Development and Resource Allocation.

- Data Visualization Techniques for Effective Reporting.
- **Case Study:** *A public library using circulation data to identify popular genres and inform new acquisition strategies, leading to increased borrowing rates and patron satisfaction.*

Module 10: System Administration and Maintenance

- User Permissions and Access Levels within the ILS.
- Database Backup and Recovery Procedures.
- System Upgrades, Patches, and Troubleshooting Common Issues.
- Server Requirements and Cloud Hosting Considerations.
- **Case Study:** *A small college library successfully migrating its on-premise ILS to a cloud-based solution, improving system reliability and reducing IT maintenance burden.*

Module 11: Security and Data Privacy in Library Automation

- Understanding Cybersecurity Threats in Library Environments.
- Implementing User Authentication and Authorization Protocols.
- Data Encryption and Secure Data Transmission.
- Compliance with Data Protection Regulations (e.g., GDPR, local data privacy laws).
- **Case Study:** *A large research library implementing multi-factor authentication and regular security audits to protect sensitive research data and patron privacy.*

Module 12: Integrating Emerging Technologies

- Overview of AI and Machine Learning Applications in Libraries (Chatbots, Recommendation Systems).
- Leveraging IoT Devices for Smart Library Environments.
- Mobile Applications and Responsive Design for Library Services.
- Blockchain for Digital Rights Management and Resource Sharing.
- **Case Study:** *A modern library integrating an AI-powered chatbot into its OPAC to provide instant answers to common patron queries, improving user support.*

Module 13: Data Migration and System Implementation

- Planning and Executing Data Migration Projects from Legacy Systems.
- Strategies for Successful ILS Implementation and Rollout.
- Change Management and Staff Training for New Systems.
- Vendor Selection and Contract Negotiation.
- **Case Study:** *A consortium of libraries successfully migrating their disparate systems to a unified ILS, enabling seamless interlibrary loan and shared cataloging across institutions.*

Module 14: Promoting Digital Literacy and User Training

- Developing Training Programs for Library Staff on New Systems.
- Creating User Guides and Tutorials for Patrons.
- Strategies for Promoting Digital Literacy and Technology Adoption.
- Addressing User Resistance to New Technologies.
- **Case Study:** *A public library launching a series of workshops and online tutorials to help its community adapt to new digital resources and self-service options, bridging the digital divide.*

Module 15: Future Trends in Library Automation and Innovation

- The Future of ILS: Towards Next-Generation Library Systems.
- Role of Libraries in the Evolving Information Landscape.

- Open-Source Movements and Community-Driven Development.
- Sustainability and Ethical Considerations in Library Technology.
- **Case Study:** *Exploring how cutting-edge academic libraries are experimenting with virtual reality (VR) for immersive learning experiences and augmented reality (AR) for enhanced physical space navigation.*

Training Methodology

This course employs a **blended learning approach** combining theoretical instruction with extensive **hands-on practical sessions**.

- **Interactive Lectures & Discussions:** Facilitating understanding of core concepts and industry best practices.
- **Live Demonstrations:** Showcasing ILS functionalities and workflows in real-time.
- **Practical Exercises:** Participants will work directly with a **simulated or open-source ILS environment** to apply learned concepts.
- **Case Study Analysis:** In-depth examination of real-world library automation implementations, challenges, and successes.
- **Group Activities & Problem-Solving:** Fostering collaborative learning and critical thinking.
- **Q&A Sessions:** Addressing specific participant queries and challenges.
- **Resource Materials:** Comprehensive manuals, checklists, and access to online resources.

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.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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