



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Library and Information Resource Collection Management

Communication Studies and Language / Information Studies

Unit Standard 244275 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively maintain and develop a collection of library and information resources. It covers the principles of collection management, including selection, acquisition, evaluation, and preservation of materials in various formats. Participants will learn to apply policies and procedures to ensure the collection meets the needs of users and aligns with organisational objectives.

Category	Communication Studies and Language
Subfield	Information Studies
Unit Standard	244275
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of collection management to select and acquire resources that meet user needs.
- Evaluate the existing collection to identify gaps, redundancies, and areas for development.
- Implement procedures for the preservation and weeding of library and information resources.
- Demonstrate the ability to maintain accurate records of the collection and its usage.
- Analyze user feedback and usage statistics to inform collection development decisions.
- Design a collection development policy that aligns with organisational goals and user requirements.

WHO SHOULD ATTEND

- Library assistants, information officers, records managers, and anyone responsible for managing or developing a library or information resource collection.
- This course is ideal for individuals seeking to enhance their competence in collection maintenance and development within a library or information centre.

COURSE OUTLINE

Day 1: Foundations of Collection Management

- Introduction to collection management: definitions and importance
- The collection management cycle: planning, selection, acquisition, evaluation, deselection
- Elements of a collection management policy
- Stakeholders and user needs analysis
- Ethics and legal considerations in collection management

Day 2: Selection and Acquisition Processes

- Selection criteria: relevance, authority, currency, cost, format
- Selection tools: reviews, bibliographies, approval plans
- Acquisition methods: purchase, subscription, donation, exchange
- Supplier evaluation and negotiations
- Budgeting and financial control
- Licensing and copyright issues

Day 3: Collection Evaluation and Assessment

- Evaluation techniques: collection mapping, circulation analysis, citation analysis
- User studies: surveys, focus groups, interviews
- Performance metrics: turnover rate, fill rate, cost per use
- Conspectus methodology
- Benchmarking against standards and peer institutions

Day 4: Preservation, Weeding, and Deselection

- Preservation: environmental control, handling, repair, binding
- Weeding criteria: CREW/MUSTIE methods
- Deselection procedures and documentation
- Disposal methods: sale, donation, recycling
- Digital preservation: formats, migration, emulation
- Disaster planning for collections

Day 5: Strategic Collection Management and Future Trends

- Strategic alignment with organisational goals
- Collection management plan development
- Open access and institutional repositories
- Collaborative collection development: consortia, shared storage
- E-resource management and licensing trends
- Assessment and revision of collection policies
- Future challenges: budget constraints, user expectations, technology

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 244275) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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