



## 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 Physical Resource Maintenance

Communication Studies and Language / Information Studies

Unit Standard 244276 · NQF Level 5 · 6 Credits · 3 Days

## COURSE OVERVIEW

This course equips library staff with the skills to maintain physical resources such as books, periodicals, and audiovisual materials in optimal condition. It covers preservation techniques, repair procedures, and environmental monitoring to extend the lifespan of library collections.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Communication Studies and Language        |
| Subfield        | Information Studies                       |
| Unit Standard   | 244276                                    |
| Accreditation   | SAQA Accredited · NQF Level 5 · 6 Credits |
| Duration        | 3 days                                    |
| Training Method | Online, On-Campus, In-House               |
| Certificate     | Issued via AATICD LMS – verifiable online |

## LEARNING OUTCOMES

- Apply appropriate cleaning and handling techniques to prevent damage to library materials.
- Analyze environmental conditions (temperature, humidity, light) to identify risks to collection integrity.
- Evaluate the condition of physical resources and prioritize items for repair or conservation.
- Implement basic repair procedures for books, documents, and other physical materials.
- Demonstrate compliance with health and safety regulations when using preservation chemicals and tools.

## WHO SHOULD ATTEND

- Library assistants, librarians, and paraprofessionals responsible for the care and upkeep of physical library materials in public, academic, or special libraries.

## COURSE OUTLINE

### Day 1: Principles of Physical Resource Maintenance in Libraries

- Introduction to library physical resources: books, periodicals, audiovisual materials, equipment, furniture.
- Factors causing deterioration: light, humidity, temperature, pests, handling.
- Preventative maintenance strategies: cleaning, proper shelving, handling guidelines.
- Developing maintenance schedules and checklists.
- Health and safety considerations in maintenance tasks.
- Overview of relevant library policies and standards.

### Day 2: Applied Techniques for Resource Preservation and Repair

- Cleaning methods for different material types (paper, cloth, plastic).
- Book repair techniques: mending tears, tightening hinges, replacing labels.
- Care of audiovisual media: CDs, DVDs, tapes – cleaning and storage.
- Equipment maintenance: computers, projectors, scanners – basic cleaning and checks.
- Pest detection and control measures.
- Documentation of maintenance activities and damage reports.

### Day 3: Implementation and Management of Maintenance Programs

- Creating a comprehensive maintenance schedule.
- Budgeting for maintenance supplies and equipment.
- Training library staff on maintenance protocols.
- User education: encouraging proper handling of resources.
- Monitoring and evaluating maintenance outcomes.
- Continuous improvement: updating policies based on feedback.

## 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 **6 NQF credits** at **NQF Level 5**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 18,800.00        | R 18,800.00 |
| 1         | In-House             | R 24,500.00        | R 24,500.00 |
| 1         | On-Campus (Pretoria) | R 28,100.00        | R 28,100.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                   |
|-------------|-------------|-----------|-------------------------|
| 05 Aug 2026 | 07 Aug 2026 | On-Campus | Pretoria, South Africa  |
| 05 Aug 2026 | 07 Aug 2026 | On-Campus | Mauritius               |
| 10 Aug 2026 | 12 Aug 2026 | On-Campus | Durban, South Africa    |
| 10 Aug 2026 | 12 Aug 2026 | On-Campus | Dubai, UAE              |
| 11 Aug 2026 | 13 Aug 2026 | On-Campus | Pretoria, South Africa  |
| 11 Aug 2026 | 13 Aug 2026 | On-Campus | Mauritius               |
| 12 Aug 2026 | 14 Aug 2026 | On-Campus | Abu Dhabi, UAE          |
| 12 Aug 2026 | 14 Aug 2026 | On-Campus | Cape Town, 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](http://www.aaticd.co.za), open the page for this course (Unit Standard 244276) 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](mailto: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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