



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Library Legislation Policies and Statutes Application

Communication Studies and Language / Information Studies

Unit Standard 244278 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips library and information services professionals with the knowledge and skills to apply relevant legislation, policies, and statutes in their daily operations. Participants will learn to interpret legal frameworks governing library services, ensure compliance, and uphold ethical standards. The course bridges theory and practice, enabling effective application of South African library laws and institutional policies.

Category	Communication Studies and Language
Subfield	Information Studies
Unit Standard	244278
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply key library legislation, policies, and statutes to specific library and information services contexts.
- Interpret the implications of legislation and policies on library operations and user services.
- Demonstrate compliance with relevant legal and ethical requirements in library practice.
- Analyze case studies to identify and resolve issues related to library legislation and policy application.
- Evaluate institutional policies against national legislative frameworks for alignment and gaps.
- Implement procedures to ensure ongoing adherence to library statutes and regulations.

WHO SHOULD ATTEND

- Library and information services practitioners, including librarians, library assistants, and information officers, who need to apply legislation, policies, and statutes in their work environment.

COURSE OUTLINE

Day 1: Foundational Understanding of Library Legislation

- Introduction to South African library legislation: Constitution, National Library Act, and related statutes.
- Overview of the Library and Information Services (LIS) Transformation Charter.
- Provincial library ordinances and municipal by-laws.
- Key policies: National Policy on Library and Information Services, and provincial library policies.
- User rights and responsibilities under legislation: access, privacy, and intellectual freedom.
- Legal obligations regarding collection development and censorship.
- Case studies on legislative compliance in public and academic libraries.

Day 2: Application and Compliance with Library Statutes

- Detailed analysis of the National Library of South Africa Act and related regulations.
- Application of the Promotion of Access to Information Act (PAIA) in libraries.
- Copyright and intellectual property legislation affecting library services.
- Data protection and privacy: POPIA compliance in libraries.
- Developing and reviewing library policies and procedures for legal compliance.
- Handling complaints and disputes related to legislative breaches.
- Case study: Conducting a legislative audit of a library.
- Group activity: Drafting a policy document for a specific library scenario.

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 **5 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	05 Aug 2026	On-Campus	Mauritius
04 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	11 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 244278) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za