



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

Digital Library Management and Administration

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0022 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the competencies required to manage and administer a digital library effectively. It covers the principles of digital content organization, metadata standards, preservation strategies, and user access management in a South African context.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0022
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply digital library management principles to organize and maintain digital collections.
- Analyze metadata standards and select appropriate schemas for different types of digital resources.
- Evaluate digital preservation strategies to ensure long-term access to digital content.
- Implement user access policies and authentication systems for digital library services.
- Demonstrate the ability to manage digital rights and intellectual property in a library context.

WHO SHOULD ATTEND

- This course is designed for library and information professionals, records managers, and digitization specialists who are responsible for the administration and management of digital collections.

COURSE OUTLINE

Day 1: Introduction to Digital Libraries and Core Concepts

- What is a digital library? Definitions and models.
- Evolution from traditional to digital libraries.
- Core components: content, metadata, users, technology.
- Types of digital libraries: institutional, subject-based, national.
- Overview of stakeholders: librarians, IT staff, users, publishers.
- Introduction to interoperability and standards (OAI-PMH, Dublin Core, MARC).
- Case studies of successful digital libraries.
- Ethical and legal considerations (copyright, licensing, accessibility).

Day 2: Digital Content Acquisition, Creation, and Management

- Acquisition strategies: purchase, subscription, open access, donation.
- Digitisation workflow: selection, scanning, OCR, quality assurance.
- Digital file formats: images (TIFF, JPEG2000), text (PDF, EPUB), audio/video.
- Metadata creation and standards (Dublin Core, MODS, METS).
- Digital preservation principles: migration, emulation, bit-level preservation.
- Managing copyright and intellectual property rights.
- Content management systems (DSpace, Fedora, Omeka).
- Workflow automation and batch processing.

Day 3: Metadata, Cataloguing, and Information Organisation

- Metadata types: descriptive, administrative, structural, preservation.
- Metadata schemas: Dublin Core, MODS, EAD, VRA Core.
- Controlled vocabularies: LCSH, FAST, Thesaurus for Graphic Materials.
- Creating metadata records: tools (OpenRefine, MarcEdit) and best practices.
- Crosswalking and metadata mapping.
- Information organisation: taxonomies, folksonomies, ontologies.
- Linked data and semantic web applications.
- Quality control and metadata maintenance.

Day 4: Digital Library Systems, Software, and User Services

- Overview of digital library platforms: DSpace, Islandora, CONTENTdm, Greenstone.
- System architecture: repository layer, service layer, presentation layer.
- Hosting options: local server, cloud, consortial.
- User interface design principles for digital libraries.
- User services: search, browse, personalisation, citation export.
- Access control: authentication, authorisation, IP filtering, Shibboleth.
- Usage statistics and analytics (COUNTER, Google Analytics).
- Integrating with library systems (OPAC, discovery services).

Day 5: Digital Library Administration, Policy, and Future Trends

- Policy development: collection development, preservation, access, privacy.
- Sustainability models: institutional support, grants, partnerships.
- Project management for digital library projects.
- Staffing: roles, skills, training.
- Budgeting and cost analysis.

- Emerging trends: AI and machine learning, digital humanities, open science.
- Cloud computing and big data.
- Preparing for the future: digital library roadmaps and innovation.

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 **10 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
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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 AATICD-0022) 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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