

Administration and Customer Service

Library Administration and Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

MSD3022

DELIVERY

Online / Face-to-Face

DURATION

Flexible

PREPARED FOR

Organisation Approval[Register for this Course](#)[View Online Course Page](#)

Course Overview

The "Library Administration and Management" course is designed to provide students with a comprehensive understanding of the principles and practices of library management. The course covers a range of topics including library planning and organization, collection development and management, personnel management, library marketing and outreach, technology and information systems, and legal and ethical issues.

The course begins with an introduction to the library management field and the role of the library manager, as well as the key competencies and skills required for library management. It then delves into the specifics of library management, including identifying and analyzing community needs, developing and implementing a library service plan, budgeting and financial management, selecting and acquiring library materials, cataloging and classification, personnel management, promoting library services to the community, managing automation and digital resources, understanding library policies and procedures, and compliance with copyright and intellectual property laws.

Throughout the course, students will have the opportunity to apply the concepts and strategies covered in class through various assignments, projects, and discussions. The course concludes with a final project or presentation, which allows students to demonstrate their understanding of the material covered in the course and provide opportunities for ongoing professional development.

In summary, the "Library Administration and Management" course is designed to provide a comprehensive overview of the principles and practices of library management and equip students with the knowledge and skills needed to manage and administrate a library.

Course Outcomes

- Understand the role and responsibilities of a library manager and the key competencies and skills required for library management
- Identify and analyze community needs and develop a library service plan that addresses them
- Develop and implement a budget and financial management plan for the library
- Understand the principles of collection development and apply them to select and acquire library materials
- Understand cataloging and classification principles and apply them to organize library materials
- Understand personnel management principles and apply them to recruit, train, and evaluate library staff
- Understand library marketing and outreach principles and apply them to promote library services to the community and build relationships with community partners
- Understand technology and information systems and apply them to manage automation and digital resources
- Understand library policies and procedures and compliance with copyright and intellectual property laws
- Develop a final project or presentation that demonstrates the understanding of the material covered in the course and provide opportunities for ongoing professional development.

Course Outline / Curriculum

I. Introduction to Library Administration and Management

- Overview of the library management field
- The role of the library manager
- Key competencies and skills required for library management

II. Planning and Organizing Library Services

- Identifying and analyzing community needs
- Developing and implementing a library service plan
- Budgeting and financial management for libraries

III. Collection Development and Management

- Principles of collection development
- Selection and acquisition of library materials
- Cataloging and classification of library materials

IV. Personnel Management and Leadership

- Recruitment and staffing
- Training and development of library staff
- Performance appraisal and evaluation

V. Library Marketing and Outreach

- Promoting library services to the community
- Building relationships with community partners
- Developing and implementing outreach programs

VI. Managing Technology and Information Systems

- Overview of library technology and information systems
- Managing automation and digital resources
- Developing and implementing a technology plan

VII. Legal and Ethical Issues in Library Management

- Understanding library policies and procedures
- Compliance with copyright and intellectual property laws
- Privacy and confidentiality concerns

VIII. Conclusion

- Review of key concepts and strategies for library management
- Opportunities for ongoing professional development
-

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda Kampala, Uganda Nairobi

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning Remote Teams Flexit

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite Custom Dates Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

[Government Training](#)

[NGO Capacity Building](#)

[Corporate Workshops](#)

[Online Learning](#)

[Face-to-Face Training](#)

Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Library Administration and Management
Preferred Delivery Mode	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name

Signature / Stamp

Date

Prepared by Magna Skills Development Institute | Training Coordinator: Denis Wunganayi

Register: <https://www.magnaskills.com/applyadd?c=3022> | Course Page: <https://www.magnaskills.com/course/3022> | WhatsApp: +27 63 007 9022

This document is intended to support course review, sponsorship approval, delegate nomination and organisational training planning.