

Library Administration and Management Course Details

Department: Administration, Secretarial and Customer Service

Presented by Magna Skills Development Institute

Date Created: 09-May-2025

Training Coordinator: Denis Wunganayi



CORPORATE TRAINING
Agency

OUR SERVICES :

- Search Engine Optimization
- Analytics and Data Analysis
- Pay-Per-Click Advertising
- Social Media Marketing

 Our Website
www.magnaskills.com

 **MAGNA SKILLS**
www.magnaskills.com



Course Summary

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 administer a library.

Course Objectives

- 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

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
- Final project or presentation



Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.

- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.