**MAGNA SKILLS DEVELOPMENT INSTITUTE**

Capacity Building • Professional Training • Organisational Development

Generated: 10-Nov-2026

Course Profile Document

**Administration and Customer Service**

# Advanced Library and Documentation Management

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

| COURSE CODE | DELIVERY | DURATION | PREPARED FOR |
|---|---|---|---|
| **MSD2524** | **Online / Face-to-Face** | **Flexible** | **Organisation Approval** |

**Register for this Course** **View Online Course Page**

## Course Overview

The primary objectives of the course are to enable our delegates to learn the latest knowledge and technologies required for library management, services and operations.  Seven subjects regarding library management have been established for this program, which will develop the knowledge and skills needed especially for the personnel to serve in the management of public libraries, small-to-medium-sized university libraries, or the management of a department in larger academic libraries.  Our institute which has been playing a core role in the cultivation and training of professional librarians who contribute greatly to the education and training of the next generation, highly-skilled library managers.

## Course Outcomes

- Have learned how to scan authentic images
- Create new document and record types, with appropriate index fields
- Understand the core components that make up an EDRMS system
- Create document templates and workflows
- Implement a classification scheme
- Have a working knowledge of how to use different types of electronic signatures
- Create and work with simple document-centric workflows
- Create approval processes, and implement proper document controls, with check-in and out, and version controls

## Course Outline / Curriculum

**System Management**

Focusing primarily on the management systems and retreival systems for the public libraries, this course deals with the implementation of IT technologies in the libraries, and also addresses different data issues including personal information protection laws, intellectual property rights, and various factors affecting library patrons, etc.

**Publishing and Distribution (Infrastructure Formation for Information Distribution Service)**

This subject provides delegates with the knowledge about the various aspects of publishing and distributions.  Frist, delegates learn about basic flows of publishing and distributions, then the various publishing and distribution media, their mechanisms (e.g., publishing companies and academic societies) and systems, and the methods. Once the published and distributed media is identified, delegates learn the standardizing, linking and searching techniques that facilitate patrons to gain access to and use the media. Finally, delegates learn about the rights and the laws pertaining to publishing and distirution such as intellectual property rights and public lending rights.

**Library Services**

This subject gives delegates a good understanding of all kinds of library services delivered i.e., including public libraries, academic libraries and school libraries, etc.  delegates will learn the significance of various kinds of services delivered and specific service strategies in the 21st century.

**Library Facility Planning**

Implementation of library planning and its operations often involves refurbishment, remodeling, new building, and other construction activities, etc. Library managers are also required to arrange periodic inspections preventative repairs and upgrades, and other appropriate maintenance tasks for their existing facilities. This subject deals with knowledge relating to library and facilities that at required of library managers, so they can be proactively involved in these activities sketched. Instead to convey practical information, this is an interactive class involving discussions based on lectures and actual case studies.

**Public Administration**

At the onset Japanese local administration system and its recent issues including decentralization of power, amalgamation of local authorities, and regional system (Do-Shu-sei) adoption are examined. And then in the light of policy assessment, designated manager, PFI(Private Financial Initiative), market testing, introduction of agency system, and public accounting reform new trends in public (especially local government) management are discussed along with the cosideration of library activities.

**Public Services**

The subject will enable delegates to grasp the nature of public services from the perspective of public spending, while giving delegates a good understanding of how public services at the local government level are conceived, how their decision-makings are processed, and how the services are actually implemented, as well as the financial and accounting systems needed to support the public services. Recent issues such as public disclosure of information, citizen participation, and community consensus are addressed in the context of public governance, and issues resulting from the systematic transition from a management outsourcing system to a designated manager system will also be discussed.

**Library Governance**

The public governance is understood as the interactive process and system between the three sectors of civil society deployed in contemporary market economy. Governance reform involves not only the reform of government managements but also changes of the market economy and the civil society functions. How library governance reform should be within this framework, and specific ways of solving the various management issues are also considered here.

## Target Audience

- Records Managers
- Secretaries and Personal Assistants
- IT staff involved in implementing EDRMS systems
- Business unit managers responsible for document and records management
- Document controllers
- Business and systems analysts on the
- Organizations who are in the process of implementing Document and Records Management systems
- Organizations looking to extract value out of existing systems
- All organizations (public and private sector)

## 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
- Flexib

### 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** | Advanced Library and Documentation Management |
| **Preferred Delivery Mode** | ☐ Online ☐ Face-to-Face ☐ Organisation-Based Training |
| **Preferred Training Venue / Date** | |
| **Estimated Number of Delegates** | |
| **Budget / Vote Number** | |
| **Contact Person** | |
| **Email / Mobile** | |

Authorised Name _____ Signature / Stamp _____ Date _____