Workshop on Library Administration and Management
June 23 –27, 2025, 1st Run: Lagos & Port Harcourt
October 20 – 24, 2025, 2nd Run: Lagos & Abuja
For Tutor -Led Class: 9am – 4:30pm
Workshop fee: N300, 000 per Participant
For online: Delivery via Zoom
Online course fee: N250, 000 per Participant
Available for In-plant Training

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700 U$D for foreign Participants

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Program overview:
This comprehensive training course in Library Administration and Management is designed to equip participants with the knowledge and skills necessary to effectively lead and manage library operations. The course covers essential principles, strategies, and best practices in library management, tailored to meet the evolving needs of modern libraries.
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.
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 participants with the knowledge and skills needed to manage and administrate a library.

For whom:
This course is designed for library professionals, administrators, and anyone aspiring to leadership roles within libraries. It is also suitable for those working in related fields who wish to gain a comprehensive understanding of library management principles.

Learning objectives:
At the end of the program, participants will be able to:
- gain insight into 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
- use cataloging and classification principles to organize library materials
- use personnel management principles to recruit, train, and evaluate library staff
- design library marketing strategies principles to promote library services to the community and build relationships with community partners
- use technology and information management systems to manage automation and digital resources
- develop library policies, procedures and compliance with copyright and intellectual property laws

Course Outline
Day 1: 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

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

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos
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Day 2: Collection Development and Management
- Principles of collection development
- Selection and acquisition of library materials
- Cataloging and classification of library materials

Information Retrieval and Reference Services
- Methods for organizing and retrieving information
- Reference interview techniques and search strategies
- Evaluation of information sources and reference materials

Day 3: Personnel Management and Leadership
- Recruitment and staffing
- Training and development of library staff
- Performance appraisal and evaluation

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

Day 4: Managing Technology and Information Systems
- Overview of library technology and information systems
- Managing automation and digital resources
- Developing and implementing a technology plan

Legal and Ethical Issues in Library Management
- Understanding library policies and procedures
- Compliance with copyright and intellectual property laws
- Privacy and confidentiality concerns

Day 5: Budgeting and Financial Management
- Budgeting principles and practices in libraries
- Sources of funding and revenue generation
- Financial management strategies for libraries

Leadership and Management Skills
- Leadership styles and theories applicable to library management
- Staff development and motivation strategies
- Conflict resolution and decision-making skills
- Trends and Issues in Library Management
- Final wrap-up and discussion

Training Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000
In-plant Fee Negotiable

WORKSHOP FEE:
N300, 000 per participant, VAT –N22, 500
Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.
Payment should be made into our Accounts:
Account Name: Human Capital Associates Global Consult Ltd.
Union Bank of Nig. PLC: Account No: 0097961537
First Bank of Nig. PLC: Account No: 2033683960
Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814 24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, & 234-9112830607

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