

MANAGEMENT/ADMINISTRATION

Library Management Professional Certification

The course provides students with the relevant skills and knowledge to work in libraries or with large volumes of information in agencies, institutions and organisations. As part of this course, through instruction and demonstration, you'll learn research, cataloguing and collection management skills, use digital and social media tools and develop customer service expertise. The aim, through small group instruction and guidance by experienced practitioners, is for you to acquire a range of skills and the confidence to apply them effectively and efficiently.

Certification Issued By**ACAC for Accredited Certification (ACAC - USA)**

One of professional organization focused on furthering excellence in training and development. It provides defined criteria, standards and procedures for evaluation and optimization of training and development activities.

Course Parts

- Manage quality customer service
- Ensure a safe workplace
- Promote team effectiveness
- Consolidate and maintain industry knowledge
- Extend own information literacy skills to locate information
- Monitor compliance with copyright and license requirements
- Plan, organise and deliver group based learning
- Use established cataloguing tools
- Complete a range of cataloguing activities
- Obtain information from external and networked sources
- Search library and information databases
- Contribute to collection management
- Provide subject access and classify
- Use and monitor enhanced functions of an integrated library management systems
- Research and analyse information to meet customer needs
- Develop and promote activities, events and programs Maintain digital repositories
- Manage personal work priorities and professional development
- Use social media tools for collaboration and engagement

How To Register?

- ✓ [Register Online](#) or
- ✓ Fill-up the [registration form](#) and visit the Institute, with the following requirements then pay the necessary fees.
 - passport copy
 - 1 copy of passport size photo
 - eligible certificate copy

Contact Us

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