



## **Mastering Collection Development and Management Training Course**

# Mastering Collection Development and Management Training Course

## Course Overview:

The course offers a complete and in-depth exploration of the critical elements of collection development and archive management. This course is designed to provide participants with a solid foundation in the principles and practices of collection development, from historical overviews and theories of selection in archives to modern techniques and future trends in collection management. Participants will learn about organizational models in Archives, essential skills for collection management, and ethical issues surrounding collection development. The course also covers crucial topics such as Archive planning and policymaking, budgeting for collection development, developing Archive collections, and managing vendor relations, negotiations, and contracts. With a focus on practical applications, the course delves into weeding Archive collections, storage solutions, preservation, conservation, and ensuring collection protection and security. Additionally, participants will explore marketing strategies, Archive liaison activities, social media engagement, and advanced collection analysis tools. The training emphasizes collaborative collection development, resource sharing, bibliographic access, and cooperative collection management, making it an essential resource for Archive professionals looking to enhance their skills and knowledge in this field.

## Target Audience:

- Librarians
- Collection Development Managers
- Archive Technicians
- Archivists
- Information Specialists
- Archive Directors
- Corporate Information Managers

## Targeted Organizational Departments:

- Archive and Information Services
- Archives and Records Management
- Corporate Archives
- Academic Archives
- Public Archives
- Special Archives
- Government Information Centers
- Research and Development Archives

## Targeted Industries:

- Education
- Government
- Corporate Sector
- Healthcare
- Law
- Non-profit Organizations
- Research Institutions
- Technology Firms

## Course Offerings:

By the end of this course, participants will be able to:

- Develop and manage complete archive collections.
- Understand the historical and theoretical foundations of collection development.
- Implement effective selection and evaluation criteria.
- Navigate organizational models and staffing responsibilities in Archives.
- Address ethical issues in collection development and management.
- Create and implement Archive planning and policymaking strategies.
- Develop and manage Archive budgets.
- Foster strong vendor relations and manage Archive contracts.
- Conduct weeding, storage, preservation, and security of collections.
- Market Archive collections and manage outreach activities.
- Utilize social media for Archive engagement.
- Apply advanced collection analysis tools and demonstrate value.
- Collaborate in collection development and resource sharing.
- Evaluate and improve collection management practices.



## Training Methodology:

The course employs a variety of engaging training methodologies to ensure a complete learning experience. Participants will benefit from case studies that provide real-world examples of successful collection management practices. Group work and interactive sessions will encourage collaboration and the sharing of ideas among participants. Feedback sessions will provide personalized insights and guidance to enhance learning outcomes.

## Course Toolbox:

- complete workbooks
- Extensive reading materials
- Online resources and databases
- Checklists and templates for collection management

## Course Agenda:

### Day 1: Introduction to Collection Development and Management

- **Topic 1:** Introduction to Collection Development and Management
- **Topic 2:** Components of Collection Development and Management
- **Topic 3:** Historical Overview
- **Topic 4:** Theories of Selection
- **Topic 5:** Future of Collection Development and Management
- **Topic 6:** Ethical Issues in Collection Development
- **Reflection & Review:** Summary of key learnings and group discussion

### Day 2: Organizational Models, Staffing, and Responsibilities

- **Topic 1:** Organizational Models in Archives
- **Topic 2:** Collection Management and Development Responsibilities
- **Topic 3:** Assignment of Responsibilities
- **Topic 4:** Skills and Competencies
- **Topic 5:** Learning after School
- **Topic 6:** Ethical Issues in Collection Development
- **Reflection & Review:** Summary of key learnings and group discussion



### **Day 3: Planning, Policy, and Budgets**

- **Topic 1:** Planning in Archives
- **Topic 2:** Planning Models
- **Topic 3:** Environmental Scanning
- **Topic 4:** Why Undertake Formal Planning?
- **Topic 5:** Collection Development Policy Statements
- **Topic 6:** Writing the Collection Development Policy Statement
- **Reflection & Review:** Summary of key learnings and group discussion

### **Day 4: Developing Collections and Vendor Relations**

- **Topic 1:** Universe of Published Materials
- **Topic 2:** The Selection Process
- **Topic 3:** Vendor Relations in Archives
- **Topic 4:** Archive Vendor Negotiation
- **Topic 5:** Archive Contracts Management
- **Topic 6:** Developing Archive Collections
- **Reflection & Review:** Summary of key learnings and group discussion

### **Day 5: Managing Collections, Marketing, and Collaborative Development**

- **Topic 1:** Weeding Archive Collections
- **Topic 2:** Archive Storage Solutions
- **Topic 3:** Preservation and Conservation in Archives
- **Topic 4:** Collection Protection and Security
- **Topic 5:** Marketing Archive Collections
- **Topic 6:** Archive Liaison Activities and Outreach
- **Reflection & Review:** Summary of key learnings and final group discussion

### **How This Course is Different from Other Collection Development Courses:**

The course stands out from other similar courses by offering a complete and practical approach to Archive collection management. Unlike other courses that may focus solely on theoretical aspects, this course integrates real-world case studies, interactive sessions, and hands-on activities to ensure participants gain practical skills and knowledge. The course covers a wide range of topics, including historical overviews, theories of selection, future trends, and ethical issues, providing a holistic understanding of collection development.

# Training Course Categories



**Finance and  
Accounting Training  
Courses**



**Agile PM and Project  
Management Training  
Courses**



**Certified Courses By  
International Bodies**



**Communication and  
Public Relations  
Training Courses**



**Data Analytics Training  
and Data Science  
Courses**



**Environment &  
Sustainability Training  
Courses**



**Governance, Risk and  
Compliance Training  
Courses**



**Human Resources  
Training and  
Development Courses**



**IT Security Training & IT  
Training Courses**



**Leadership and  
Management Training  
Courses**



**Legal Training,  
Procurement and  
Contracting Courses**



**Maintenance Training  
and Engineering  
Training Courses**





# Training Course Categories



**Marketing, Customer Relations, and Sales Courses**



**Occupational Health, Safety and Security Training Courses**



**Oil & Gas Training and Other Technical Courses**



**Personal & Self-Development Training Courses**



**Quality and Operations Management Training Courses**



**Secretarial and Administration Training Courses**



**AGILE LEADERS**  
Training Center

## Training Cities



**Accra - Ghana**



**Amman - Jordan**



**Amsterdam - Netherlands**



**Baku - Azerbaijan**



**Bali - Indonesia**



**Bangkok - Thailand**



**Barcelona - Spain**



**Cairo - Egypt**



**Cape town - South Africa**



**Casablanca - Morocco**



**Chicago - USA**



**Doha - Qatar**



**Dubai - UAE**



**Geneva - Switzerland**



**Istanbul - Turkey**



**Jakarta - Indonesia**



# Training Cities



**Johannesburg -  
South Africa**



**Kuala Lumpur -  
Malaysia**



**Langkawi -  
Malaysia**



**London - UK**



**Madrid - Spain**



**Manama - Bahrain**



**Milan - Italy**



**Munich - Germany**



**Nairobi - Kenya**



**Paris - France**



**Phuket - Thailand**



**Prague - Czech  
Republic**



**Rome - Italy**



**San Diego - USA**



**Sharm El-Sheikh -  
Egypt**



**Tbilisi - Georgia**



**AGILE LEADERS**  
Training Center

## Training Cities



**Tokyo - Japan**



**Trabzon - Turkey**



**Vienna - Austria**



**Zanzibar - Tanzania**



**Zoom - Online  
Training**

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

## CONTACT US

 UAE, Dubai Investment Park First

 +971585964727  
+447700176600

 [sales@agile4training.com](mailto:sales@agile4training.com)