Mastering Collection Development and Management Training Course

18 – 22 October 2027
Addis Ababa

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Ref: 36283_224991 **Date:** 18 – 22 October 2027 **Location:** Addis Ababa **Fees:** 4500 Euro

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

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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

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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

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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.