



### **Workshop on Library Administration and Management**

April 20 –24, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 19 – 23, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

#### **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

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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- 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

#### **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 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

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

In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250 Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

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  
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