

Certified Library Manager (CLM)[™]



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Certified Library Manager (CLM) - Certification Overview

The Certified Library Manager (CLM) certification is designed to equip library professionals with the essential knowledge and skills required to effectively manage modern library operations. This program covers key areas such as collection development, cataloging, digital resource management, user services, budgeting, and strategic planning. By completing this certification, professionals gain a thorough understanding of best practices, emerging trends, and innovative tools that enhance library efficiency and user engagement. CLM ensures that candidates are well-prepared to lead both traditional and digital library environments.

The CLM certification also emphasizes the development of leadership, communication, and project management skills specific to library settings. Candidates learn how to foster collaboration among staff, engage with stakeholders, and implement policies that align with organizational goals. The program prepares professionals to tackle challenges such as resource optimization, digital transition, and user experience enhancement, ensuring that libraries remain relevant and impactful in today's knowledge-driven society.

Target Audience

This certification is ideal for current and aspiring library managers, heads of library departments, archivists, and information professionals who are responsible for overseeing library operations and services. It is also suitable for administrative staff who support library management functions and want to strengthen their professional expertise in library leadership and organizational management.

What Modules are covered?

Module 1: Introduction to Library Management

Overview of Library Types and Functions
Role of a Library Manager
Key Challenges in Modern Libraries
Trends and Innovations in Library Management

Module 2: Collection Development and Management

Selection and Acquisition of Resources
Cataloging and Classification Systems
Digital Collections and E-Resources
Collection Evaluation and Weeding

Module 3: Library Operations and Administration

Library Policies and Procedures
Budgeting and Financial Management
Resource Allocation and Space Management
Workflow Optimization

Module 4: User Services and Engagement

Reference and Information Services
User Experience and Satisfaction
Community Outreach Programs
Digital Literacy and Training Programs

Module 5: Information Technology in Libraries

Library Management Systems (LMS)
Digital Repositories and Databases
Emerging Technologies (AI, VR, IoT in Libraries)
Cybersecurity and Data Protection

Module 6: Leadership and Staff Management

Leadership Styles and Decision Making
Staff Recruitment, Training, and Development
Team Building and Motivation
Performance Evaluation and Appraisals

Module 7: Strategic Planning and Policy Development

Strategic Planning Frameworks
Policy Formulation and Implementation
Risk Management in Libraries
Sustainability and Environmental Considerations

Module 8: Assessment, Evaluation, and Reporting

Monitoring and Evaluating Library Services
Key Performance Indicators (KPIs)
Reporting to Stakeholders
Continuous Improvement and Quality Assurance

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