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ADMINISTRATION AND SECRETARIAL | AS-002

E-Library Management Techniques

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.co.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands

Course content

Why Attend

Why Attend Digital libraries have become essential for storing knowledge, improving access to information, preserving records, and supporting research, education, and business operations. Effective e-library management requires structured systems for indexing, storage, retrieval, security, and compliance. This course provides participants with practical tools to design, manage, and improve modern electronic library systems and digital information services.

Course Methodology This course uses an interactive and practical approach through presentations, case studies, system demonstrations, group discussions, workshops, drafting exercises, and real organizational examples.

Course Objectives

- Understand the principles of e-library management
- Develop filing, indexing, and digital archiving systems
- Apply international standards and best practices
- Improve document control and records management
- Strengthen metadata, search, and retrieval processes
- Enhance security and access control for digital libraries
- Plan successful e-library implementation projects
- Build sustainable knowledge management systems

Target Audience

- Librarians
- Information Management Professionals
- Records Officers
- Document Controllers

Course content

Target Audience

- Knowledge Management Staff
- IT Support Teams
- Anyone responsible for digital libraries or archives

Target Competencies

- E-Library Management
- Records Management
- Document Control
- Metadata Design
- Information Retrieval
- Digital Archiving
- Compliance Awareness
- Project Planning

Course outline

Day 1: Foundations of E-Library Management

- Introduction to e-library concepts and business value
- Evolution from traditional to digital libraries
- Structure of electronic filing and classification systems
- Indexing, storage, and search fundamentals
- Principles of document control and records management
- User needs and service expectations in digital libraries

Day 2: Policies, Standards, and Governance

Course content

Course outline

- Developing policies for e-library operations
- International Federation of Library Associations (IFLA) guidance
- ISO standards relevant to digital libraries and documentation
- Regulatory, legal, and compliance considerations
- Copyright, licensing, and intellectual property basics
- Governance models for information management

Day 3: Designing E-Library Systems and Procedures

- Planning an effective e-library structure
- Creating filing and retention procedures
- Building indexing systems and metadata frameworks
- Archive management and lifecycle controls
- Search engine design and retrieval efficiency
- Security settings and user access permissions
- Workshop: Draft an e-library procedure manual

Day 4: Technology, Roles, and Implementation

- Overview of e-library software and content management systems
- Cloud and on-premise storage options
- Roles and responsibilities of library teams and IT support
- Project planning for implementation or upgrade
- Change management and user adoption strategies
- Measuring system performance and service quality

Day 5: Case Studies and Practical Applications

Course content

Course outline

- Case studies of successful digital library projects
- Solving common operational challenges
- Drafting exercises for policies and workflows
- Improving user experience and service delivery
- Building a continuous improvement roadmap
- Final wrap-up and discussion session

Seminar dates

Available seminar dates

Live dates and pricing for E-Library Management Techniques generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
16 - 20 November 2026	Amsterdam - Netherlands	Classroom	**€3,400.-**
7 - 11 December 2026	London - U.K	Classroom	**€3,360.-**
14 - 18 December 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
21 - 25 December 2026	Amsterdam - Netherlands	Classroom	**€3,400.-**
18 - 22 January 2027	Paris - France	Classroom	**€3,600.-**
15 - 19 February 2027	Munich - Germany	Classroom	**€3,400.-**
15 - 19 March 2027	Barcelona - Spain	Classroom	**€3,080.-**
19 - 23 April 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
17 - 21 May 2027	Munich - Germany	Classroom	**€3,400.-**
21 - 25 June 2027	Barcelona - Spain	Classroom	**€3,080.-**
19 - 23 July 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
16 - 20 August 2027	London - U.K	Classroom	**€3,360.-**
20 - 24 September 2027	Barcelona - Spain	Classroom	**€3,080.-**
18 - 22 October 2027	Munich - Germany	Classroom	**€3,400.-**
15 - 19 November 2027	London - U.K	Classroom	**€3,360.-**
20 - 24 December 2027	Munich - Germany	Classroom	**€3,400.-**