



Administration and Office Efficiency

E-Library Management Techniques

Course Introduction

The prime benefits of the automated library management system are to reduce overheads and increase productivity. The librarians can maintain all library functions easily. In short, this system supports keeping the records of all transactions of the books available in the library. All business activities for information management, library professionals, document management, records managers, administrative management professionals are governed by good standards and best practices in e-library management, filing, management of documentation, establishing legislative and compliant libraries, policies and adhering to guidelines set out by the International Federation of Library Association (IFLA) and ISO standards.

Techniques of library management

This training course is designed to provide participants with an overview and techniques of library management, electronic libraries, electronic and paper filing, document and version control, mobile libraries, Braille users, compliance and legislation, metadata and indexing, managing collections, archiving and preservation, advanced searching methods, e-library management policies and electronic systems.

Target Audience

- Office managers.
- Executive secretaries.
- Administrators and assistants.

Learning Objectives

- Gain a comprehensive understanding of how to create, develop and put in an action plan for creating, setup, management and control of e-library management system.

- Review the security requirements and put together controls for managing confidential and private materials
- Identify and apply filing and documentation standards
- Enhance manual hardcopy and softcopy e-library management systems
- Learn records management, document control and management practices and standards
- Familiarize oneself with the ISO standards for library management, storage and archiving and documentation management

Course Outline

- **01 Day One**

Introduction

- E-library management and techniques
- The structure of e-library filing, indexing, storage and search
- Review documentation, document control and records management

- **02 Day Two**

Review Policies and Standards

- Review guidelines for International Federation of Library Association (IFLA)
- ISO standards for e-library, documentation and document management
- Regulatory, compliance and legal considerations

- **03 Day Three**

Designing e-Library Management Procedures and Systems

- Design overview
- Creating e-library filing and documentation control policies and procedures
- Creating indexing and metadata, storage, archive and search systems and setting up security

- **04 Day Four**

IT, Standards and Implementation

- Review of IT e-library management systems
- Roles and responsibilities

- Project planning and implementation
- **05 Day Five**

Case Studies and Programmes

- Case studies
- Drafting exercises
- Final wrap-up and discussion

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	2150.00 \$	Virtual - Online
July 7, 2025	July 11, 2025	5 days	4950.00 \$	Italy - Rome
Oct. 6, 2025	Oct. 10, 2025	5 days	4250.00 \$	UAE - Abu Dhabi