

## E - LIBRARY MANAGEMENT TECHNIQUES

*“Transform Traditional Libraries into Digital Knowledge Hubs Through Effective E-Library Management.”*

### Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

### Introduction

As digital transformation reshapes education and information services, libraries are evolving from physical repositories into dynamic digital learning environments. E-Library Management focuses on the integration of technology to organize, store, access, and share knowledge efficiently. This course equips librarians, information professionals, and educators with the technical and managerial skills required to design, implement, and manage electronic library systems.

Participants will learn about digital cataloguing, metadata creation, database management, e-resource integration, and user access control. The course also emphasizes the use of open-source and cloud-based tools to enhance accessibility, data security, and resource sharing. By mastering E-Library management techniques, professionals can create user-centered digital libraries that meet the information demands of the 21st century.

### Objectives

By the end of this course, participants will be able to:

- Understand the concept, purpose, and components of an e-library.
- Manage digital collections and e-resources effectively.
- Apply cataloguing and metadata standards for digital content.
- Use library management systems (LMS) and digital repository tools.
- Implement user access, authentication, and data security measures.
- Integrate online databases, journals, and e-learning resources.
- Evaluate e-library performance and user engagement metrics.
- Develop strategic plans for digital library sustainability and growth.

## Why Attend

As institutions shift towards digital learning, library professionals must adapt to new technologies and digital management practices. This course provides the technical and strategic knowledge needed to transition from traditional library operations to modern e-library systems. Participants will gain hands-on experience with real-world software tools, ensuring they can design and manage digital libraries that enhance research, learning, and collaboration.

## Target Audience

This course is suitable for:

- Librarians and Library Managers
- Information Resource Professionals
- Archivists and Documentation Officers
- Academic and Research Staff
- IT Professionals supporting library services
- Educational Administrators and Policy Makers
- Anyone involved in digital content management and knowledge organization

## Individual Benefits

- Gain practical knowledge of digital library systems and tools.
- Enhance technical proficiency in cataloguing and metadata management.
- Learn to integrate and manage diverse e-resources efficiently.
- Strengthen information management and analytical skills.
- Increase professional competitiveness in digital information services.
- Acquire a certification that validates expertise in e-library management.

## Organizational Benefits

- Facilitate seamless access to knowledge and digital resources.
- Improve information management, data security, and accessibility.
- Reduce physical storage costs through digital transformation.
- Support online learning and research through integrated e-resources.
- Enhance institutional reputation with modern library services.
- Build internal capacity for managing digital knowledge platforms.

## Instructional Methodology

This course employs a blended, practical learning approach that includes:

- Instructor-led sessions with live demonstrations
- Hands-on training in library management software and databases
- Case studies from academic and corporate libraries
- Group projects on e-library design and implementation
- Discussion on trends, policies, and ethical issues in digital libraries
- Continuous mentoring and guided practice

## Course Outline

Module 1: Introduction to E-Libraries and Digital Knowledge Management

Module 2: E-Library Systems and Software Overview (Koha, DSpace, Greenstone)

Module 3: Metadata Standards and Digital Cataloguing (Dublin Core, MARC 21)

Module 4: E-Resource Acquisition, Licensing, and Integration

Module 5: Database Management and Digital Repository Development

Module 6: Access Management, Authentication, and Data Security

Module 7: User Experience Design and Digital Literacy

Module 8: Evaluation, Reporting, and Performance Metrics

Module 9: Open-Source Tools and Cloud-Based Library Platforms

Module 10: Capstone Project – Designing an E-Library System

## Certification

Upon successful completion, participants will receive a Certificate in E-Library Management Techniques, recognizing their expertise in developing, managing, and optimizing digital library systems for modern information environments.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.