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Course Name

E-Library Management Techniques

Sector Name

Administration and Office Efficiency

Document Type

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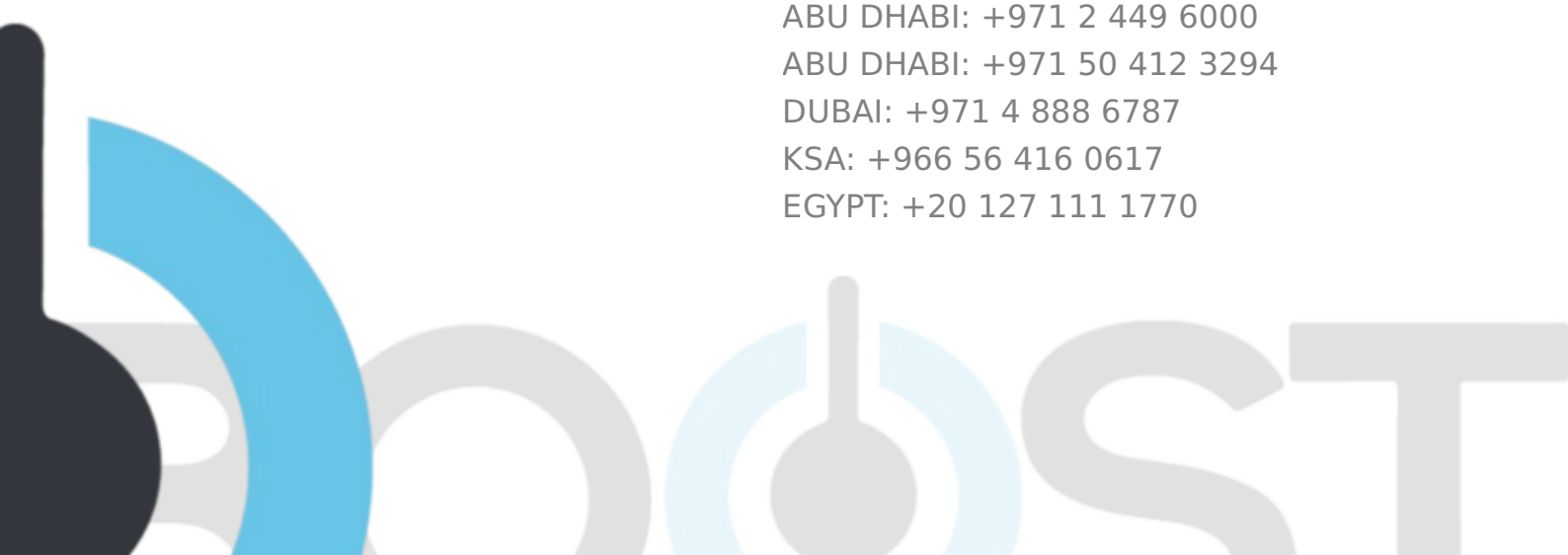
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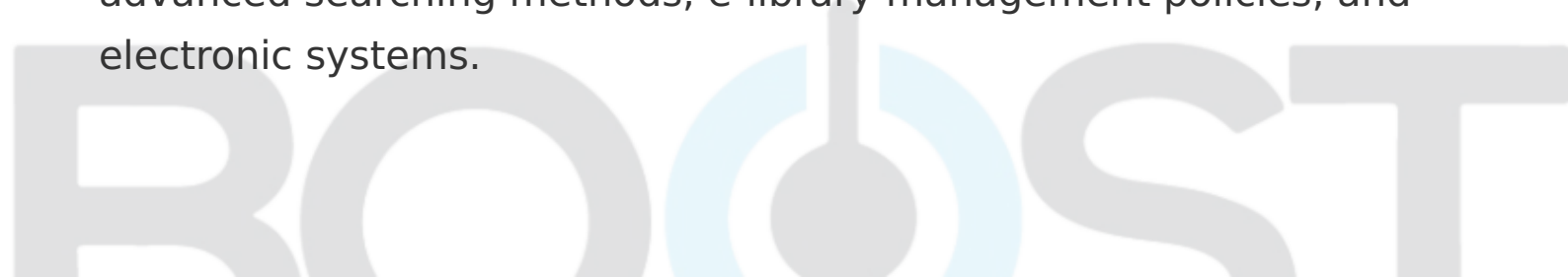
E-Library Management Techniques

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, and 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 Associations (IFLA) and ISO standards.

Techniques of library management

This training course is designed to provide participants with an overview of 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.



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E-Library Management Techniques

Target Audience

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

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E-Library Management Techniques

Learning Objectives

- ✓ Gain a comprehensive understanding of how to create, develop, and put into action a plan for creating, setting up, managing, and controlling the 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, archiving, and documentation management

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Course Outline

✓ 01 Day One

Introduction

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

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Course Outline

✓ 02 Day Two

Review Policies and Standards

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

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Course Outline

✓ 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

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Course Outline

✓ **04 Day Four**

IT, Standards and Implementation

- ✓ Review of IT e-library management systems
- ✓ Roles and responsibilities
- ✓ Project planning and implementation

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Course Outline

✓ **05 Day Five**

Case Studies and Programmes

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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 12, 2026	Oct. 16, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
April 11, 2027	April 15, 2027	5 days	4250.00 \$	KSA , Riyadh
July 19, 2027	July 23, 2027	5 days	4950.00 \$	Italy , Rome
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai

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