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ADMINISTRATION AND SECRETARIAL

# E-Library Management Techniques

Course code: AS-002

## SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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## — Workshop Overview

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.

### Why Attend

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

### Who Should Attend

Librarians  
Information Management Professionals  
Records Officers  
Document Controllers  
Knowledge Management Staff  
IT Support Teams  
Anyone responsible for digital libraries or archives

## — Learning 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

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## 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

- 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

- 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

## — Upcoming Classroom Dates

| DATE                  | LOCATION                | FEE    |
|-----------------------|-------------------------|--------|
| 5 - 9 October 2026    | Geneva - Switzerland    | €2,625 |
| 12 - 16 October 2026  | Istanbul - Türkiye      | €1,425 |
| 9 - 13 November 2026  | Kuala Lumpur - Malaysia | €1,400 |
| 16 - 20 November 2026 | Amsterdam - Netherlands | €2,125 |
| 7 - 11 December 2026  | London - United Kingdom | €2,100 |
| 14 - 18 December 2026 | Kuala Lumpur - Malaysia | €1,400 |
| 21 - 25 December 2026 | Amsterdam - Netherlands | €2,125 |
| 18 - 22 January 2027  | Paris - France          | €2,250 |

## — Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact [info@sparktraining.eu](mailto:info@sparktraining.eu) or +31 85 115 0004.