



Effective E-Library Management Techniques

Duration: 5 Days

Language: en

Course Code: MG1-108

Objective

Upon completion of this course, participants will be able to:

- Review and document processes and effectively manage change.
- Understand best practices when it comes to e-library management.
- Discover practices set by the International Federation of Library Association (IFLA).
- Develop ISO-compliant practices for keeping metadata and archiving long-term data.
 - Share documents and training procedures globally using a single system.
 - Review your obligations to remain compliant with ISO legislation.
- Create a good document management strategy that meets legal standards.
 - Develop an action plan for e-library implementation.
 - Effectively control sensitive data and confidential material.
 - Develop green library practices.
- Investigate risks regarding e-library standards of practice and mitigate future problems or breaches.

Audience

This course is designed for anyone who has control over the current document management system or has been tasked with rolling out an e-library to support global business changes

and security. It would be most beneficial for:

- Business Owners
- Project Planners
- Data controllers
 - Data Analysts
- HR Professionals
- Operations Managers
- Account Executives
- Change Managers
- Planning Managers
- Training Personnel
- Filing & Administration Personnel
 - Record Managers
 - IT Professionals

Training Methodology

This course uses various adult learning techniques to aid full understanding and comprehension. Participants will experience trainer-led presentations to understand best practices for secure document management and will participate in role-playing activities to roll out changes and gain support from stakeholders and partners. Group exercises will be conducted to determine the most effective implementation methods, and each participant will create a strategic framework for e-library implementation to ensure each individual within the organisation can access relevant data and documents to their own job role while maintaining system integrity and security.

Summary

All successful businesses, whether they work with practical operations or are office-based, need a managed documentation system that contains accurate and up-to-date information on company values and policies, provides a central place for employees to receive training, and keeps records of customer and client information in order to expand and grow while maintaining good service. Electronic libraries are the ideal solution as they provide all the key requirements for building and maintaining a document system that can be updated in real-time. Cloud-based solutions can also give all employees remote accessibility, allowing companies to run globally while utilising the same information worldwide. An e-library also gives you a recoverable backup, so all files are secure if something happens

to internal systems. Each system will be fully encrypted to allow companies to combat hackers.

To implement a successful e-library to grow and support your business operations, you should consider creating version-controlled documentation, an accessible library-based system to retrieve information easily, and linking this to accurate indexing and data files for research and development purposes.

Course Content & Outline

Section 1: An E-Library Introduction

- What is an e-library?
- How an e-library system could benefit your business.
- Selecting a review structure and document management framework.
 - Document control and indexing.
 - Your dated review process.
- Document storage and accessibility.

Section 2: Legal Obligations, Policies & Standards of Practice

- International Federation of Library Association (IFLA) guidelines and procedures.
 - ISO standards for document management.
 - Compliance and legal considerations.

Section 3: Creating An Effective e-Library Management System

- Designing a system fit for your needs.
- Generating effective control policies and review timescales.
 - Regulations and legal standing.
- Verifying your indexing and metadata requirements.
 - Security and storage of sensitive data.

Section 4: Standards & Implementation of Global IT Solutions

- Review of various e-library management systems.
 - Cloud-based storage and its benefits.
- Your roles and responsibilities as a business.
 - Handling client data.
- Accessibility worldwide and global security.

Section 5: Gaining Support from Stakeholders & Partners

- Effective pitching and negotiation skills.
- Selling the features and benefits of your chosen system.
- Identifying risk areas and discussing contingency plans.
 - Auditing and planning for strategic development.

Section 6: Your Strategic Implementation Framework

- Your strategic framework.
- Roll out to employees and partners.
- Considering roles and access levels to specific data and documentation.
 - The effects on your business and employees.
- Your change roadmap and gradual change matrix.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, Management & Leadership, Technology

Tags

E-library, E-library management, International Federation of Library Association, IFLA, E-library management system

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