

APPLICATIONS OF CMS IN LIBRARIES

Large, clear and connected
digital services

CREATE

PUBLISH

ACCESS



What Is a CMS?

A Content Management System helps authorised staff manage digital content

**CREATE • ORGANISE • REVIEW
PUBLISH • UPDATE • ARCHIVE**

Routine content work can be completed through visual editors and dashboards instead of raw coding.

**CMS = content management
platform**

How a CMS Works

Staff create content → the system stores it → users receive it through different channels



CMS and Website

The CMS manages content; the website displays published content

CMS

- Administrative platform
- Used by authorised staff
- Creates and edits content
- Controls workflow and versions

WEBSITE

- Public-facing interface
- Used by library visitors
- Displays published information
- Provides online services

CMS and ILMS

They serve different purposes but can work together

CMS

- Webpages and digital content
- Guides, events and policies
- Online communication
- May embed catalogue search

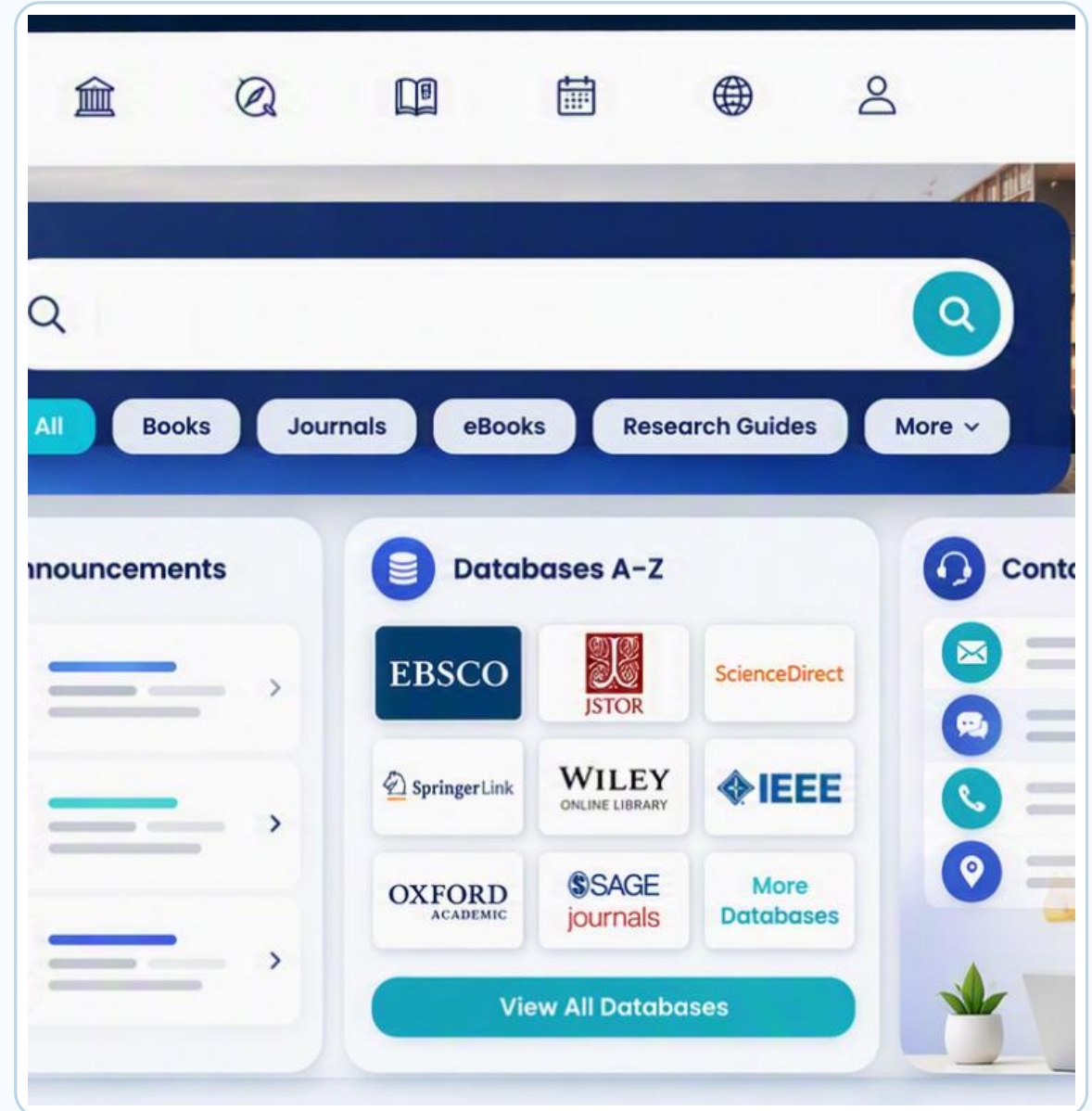
ILMS

- Collections and transactions
- Acquisition and cataloguing
- Circulation and patrons
- Provides or supports OPAC

CMS communicates services • ILMS manages operations

LIBRARY WEB PORTAL

One gateway to library services



News and Announcements

Publish timely information from one official source

NEW ARRIVALS

DATABASE TRIALS

HOLIDAY HOURS

SERVICE ALERTS

NEW E-RESOURCES

EVENT NOTICES

Publish now or schedule for later.

RESEARCH GUIDES

Curated routes to reliable sources



Research Guides: Main Value

Connect learners with the right source, search method and support

CONTENT

- Recommended resources
- Keywords and search tips
- Citation assistance
- Open educational resources

SUPPORT

- Subject librarian contact
- Help with databases
- Guidance for assignments
- Reliable source selection

DIGITAL COLLECTIONS

Rare and multimedia materials
online



Institutional Repository Integration

Use the CMS as a public gateway to institutional research

RESEARCH CONTENT

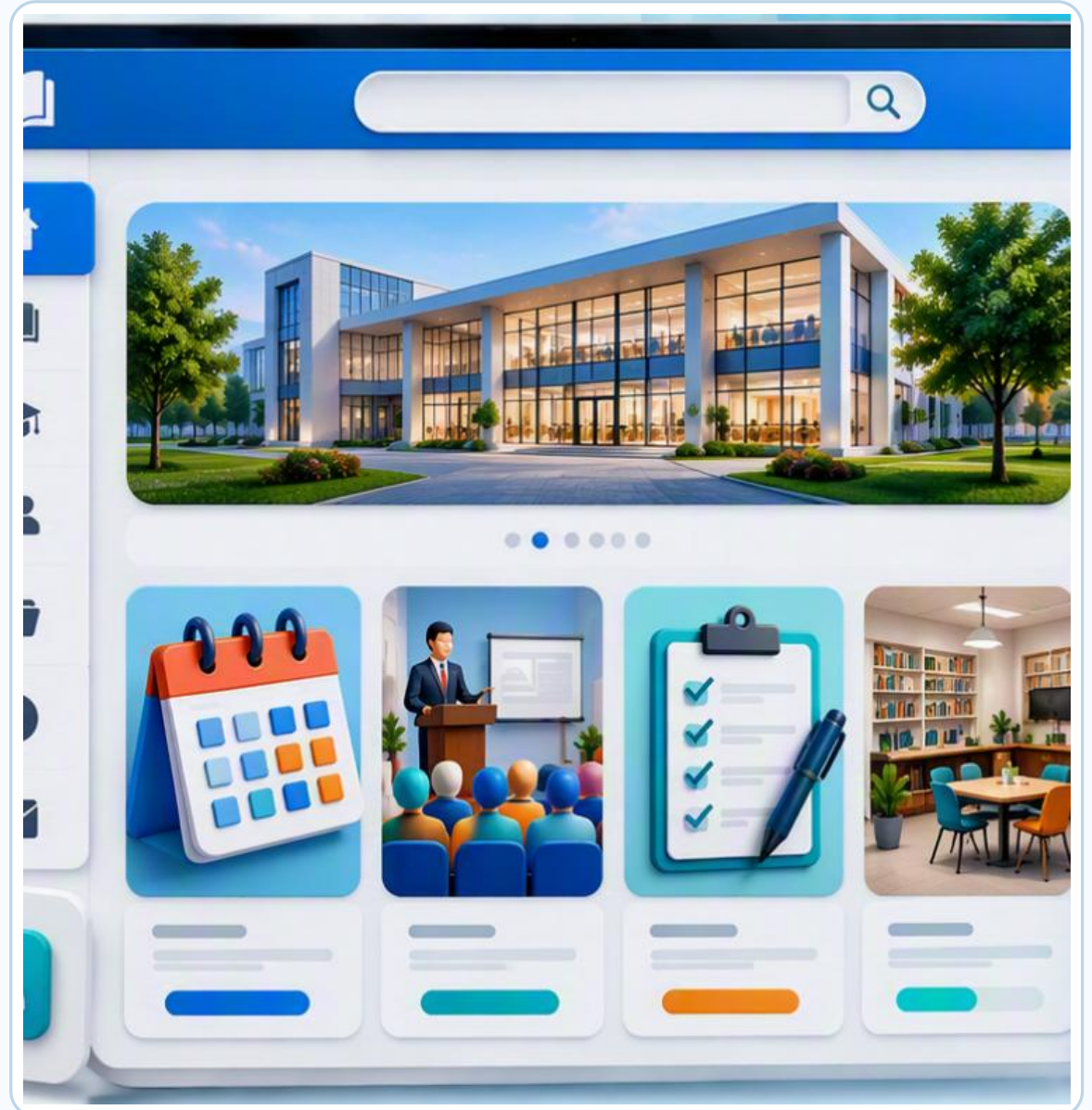
- Theses and dissertations
- Faculty publications
- Conference papers
- Reports and datasets

CMS PRESENTATION

- Repository search
- Recent submissions
- Featured research
- Author or department pages

EVENTS AND ONLINE FORMS

Events, registration and
requests



Online Forms: Common Library Uses

Replace unstructured email with organised digital submissions

MEMBERSHIP

BOOK REQUEST

REFERENCE HELP

INTERLIBRARY LOAN

FEEDBACK

ASSIGNMENT

VIRTUAL REFERENCE

Help beyond the physical desk



Electronic Resource Gateway

Organise digital resources by subject, type or provider

SUBSCRIBED

- Databases
- E-journals
- E-books
- Standards and patents

OPEN ACCESS

- Repositories
- Open textbooks
- Digital archives
- Trusted web resources

Help Pages, Policies and Documents

Keep official guidance current and easy to find

HELP PAGES

- Membership and borrowing
- Renewal and overdue rules
- Off-campus access
- Printing, scanning and Wi-Fi

OFFICIAL DOCUMENTS

- Policies and guidelines
- Annual reports
- Forms and notices
- Privacy and accessibility

Staff Intranet

A restricted CMS area for internal knowledge

- Staff manuals and procedures
- Duty schedules and internal notices
- Training materials
- Meeting minutes
- Internal forms and troubleshooting guides

Multi-Branch Communication

Local updates with central design and governance

BRANCH CONTROL

- Local opening hours
- Branch events
- Facilities and contacts
- Local announcements

CENTRAL CONTROL

- Shared design templates
- Publishing permissions
- Common policies
- Quality and accessibility rules

INCLUSIVE DIGITAL ACCESS

Accessible on every device



Promotion and Community Engagement

Turn the library website into an active communication channel

PROMOTE

- New books and exhibitions
- Reading challenges
- Community programmes
- Staff recommendations

CONNECT

- Newsletters
- Social media
- Podcasts and videos
- User stories

Feedback and Evaluation

Use structured responses to improve library services

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- Online surveys and polls
 - Suggestion and complaint forms
 - Event evaluation
 - Service ratings
 - Evidence for service improvement

Search and Discovery

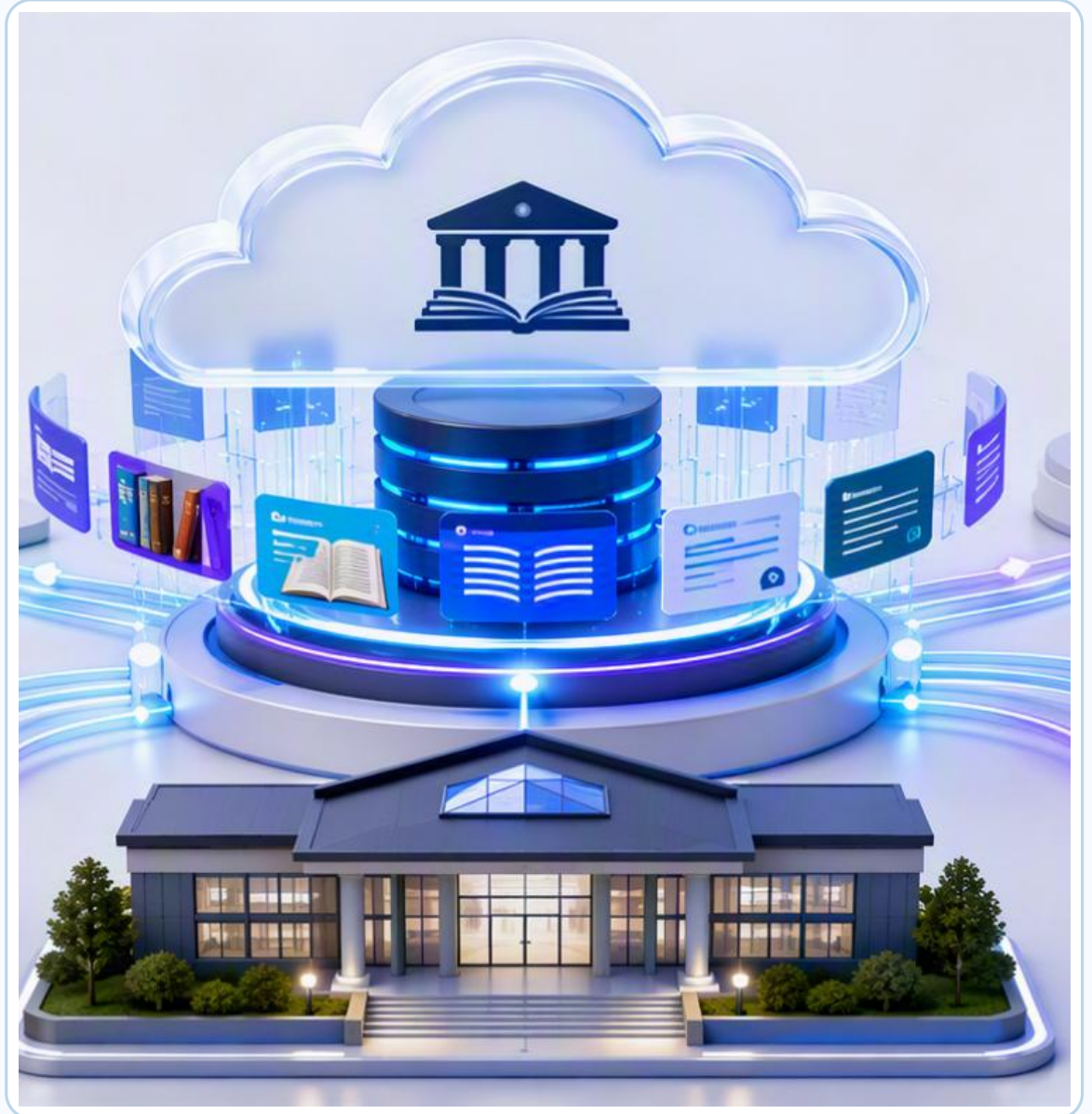
Metadata, categories and tags organise website content

SEARCH → CATEGORY → TAG → RESULT

- Policies and service pages
- Research guides and events
- News and digital exhibits
- Documents and multimedia

OMNICHANNEL DELIVERY

Content once; many channels



PUBLISHING WORKFLOW

Controlled content publishing

**CREATE → EDIT → REVIEW
→ APPROVE
PUBLISH → UPDATE →
ARCHIVE**



Important CMS Features

Tools for safe, consistent and collaborative publishing

VISUAL EDITOR

ROLES

APPROVAL

VERSIONS

TAXONOMY

SEARCH

TEMPLATES

MEDIA

PLUG-INS

INTEGRATION

ACCESSIBILITY

LANGUAGES

GOVERNANCE AND SECURITY

Secure and well-governed content



Common Risks and Precautions

Plan for accuracy, security and continuity

RISKS

- Outdated content
- Weak passwords
- Insecure plug-ins
- Broken links
- Copyright problems

PRECAUTIONS

- Named content owners
- Strong authentication
- Regular audits
- Backups and recovery
- Accessibility checks

Benefits for Library Staff

Faster publishing with stronger control

- Routine updates without coding
- Collaborative content creation
- Roles and approval workflows
- Revision history
- Consistent templates and design

Benefits for Library Users

Current information and easier digital access

- 
- One gateway to library services
 - Remote and mobile access
 - Better discovery of digital content
 - Online requests and registration
 - Accessible and multilingual information

CORE IDEA

CMS connects users and
services

**CREATE → ORGANISE →
REVIEW**

**PUBLISH → ACCESS →
UPDATE**

CMS communicates •
ILMS operates

