

What is a CMS?

Content Management System

Content Management System (CMS)

A software application that enables users to create, edit, organise, publish, and manage digital content on a website without requiring knowledge of programming languages such as HTML, CSS, or PHP.

Create

Edit

Organise • Publish

**No HTML CSS PHP
Needed • User Friendly**

**What is CMS?
Best Version • All Text 3D • Pure White BG**

Library Website: Backend vs CMS

Hidden Technical Part vs Easy Screen



BACKEND - Hidden Technical Part
The server, the database, and
the programs that store and
process the data.

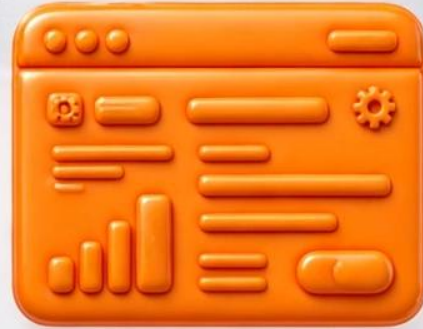


CMS - Easy-to-Use Screen
The easy-to-use screen that sits in
front of this backend, allowing
library staff to work with the website
without touching the technical
side.

**CMS = Bridge Between Staff
and Technical Backend**
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Backend vs CMS Simplified

How Library Website Works



The backend stores and processes the library website's data; the CMS is the simple interface through which staff use that backend.

**Backend =
Stores & Processes
Data**

**CMS = Simple Interface
for Staff**

Staff Never Touch Technical Side • User Friendly • All Text 3D Pure White BG

CMS Features: Content Creation & Management (Part 1)

WYSIWYG, Forms, Media



1. WYSIWYG Editor

Write and format content as in MS Word; no HTML knowledge needed



2. Form-Based Entry

Content added by filling simple fields (title, body, image, date)



3. Media Management

Upload and organize images, PDFs, audio, video

CMS Features: Content Creation & Management (Part 2)

Publishing, Version Control, Bulk



4. Draft, Preview & Scheduled Publishing

Save drafts, check appearance, publish instantly or at a set future date/time



5. Version Control (Revision History)

Every edit stored; older versions can be restored



6. Bulk Import/Export

Add or extract many records/pages at once

CMS Features: Design & Presentation (Part 1)

Templates, Separation, Responsive



1. Templates/Themes

**Ready-made designs;
change the look
without touching content**



2. Separation of Content from Presentation

**Content in database,
design in templates
(the core CMS principle)**



3. Responsive Design

**Pages adapt
automatically to
mobiles/tablets**

CMS Features: Design & Presentation (Part 2)

Widgets, Navigation, Branding



4. Widget/Block System

Drag-and-drop page elements
(search box, hours,
quick links)



5. Navigation & Menu Builder

Create and rearrange
site menus visually



6. Consistent Branding

Logo, colours, fonts
applied site-wide
automatically

CMS Features: Organization & Retrieval (Part 1)

Categories, Metadata, Search



1. Categories and Tagging
Classify content
(news, events, guides)
for easy browsing



2. Metadata Support
Structured description
of every resource



3. Built-in Site Search
Keyword search across
the whole website

CMS Features: Organization & Retrieval (Part 2)

SEO, RSS, Sitemap



4. SEO-Friendly URLs (Permalinks)

Clean, readable,
searchable web
addresses



5. RSS Feeds

Automatic syndication
of new content
(new arrivals, notices)



6. Sitemap Generation

Machine-readable map
of the site for
search engines

CMS Features: User Management & Collaboration (Part 1)

Roles, Authoring, Workflow



1. Role-Based Access Control

Admin / Editor / Contributor / Subscriber; each sees only permitted functions



2. Multi-User Authoring

Many staff create content simultaneously



3. Workflow & Approvals

Content passes from draft
→ review → publish

CMS Features: User Management & Collaboration (Part 2)

Moderation



4. Comment Moderation
**Patron feedback managed with
spam filtering**

CMS Features: Administration & Maintenance (Part 1)

Dashboard, Analytics, Backup



1. Central Admin Dashboard
**Single control panel
for the entire site**



2. Usage Statistics & Analytics
**Page views, popular content,
visitor data for decision-making**



3. Backup & Restore
**Protect against
data loss**

**Part 1 of 2 • All Text 3D •
Pure White BG**

CMS Features: Administration & Maintenance (Part 2)

Audit, Multilingual, Alerts



4. Audit Logs
**Record of who
changed what,
when**



5. Multilingual Support
**Content in multiple
languages**



6. Email Notifications
**Alerts for new content,
comments,
system updates**

CMS Features: Technical Features (Part 1)

Database, Plugins, Browser



1. Database-Driven

Content stored in backend database (MySQL etc); pages generated dynamically



2. Plugin/Extension Architecture

Add functionality without programming



3. Cross-Browser Compatibility

Works uniformly in all major browsers

CMS Features: Technical Features (Part 2)

Security, Caching, API



4. Security Features

Password protection,
SSL support, updates,
spam/firewall protection



5. Caching & Performance Management

Fast page loading



6. API Support

Allows other systems
to exchange data
with the CMS

CMS Features:

Technical Features (Part 3)

Open Source



7. Open-Source Availability
Free to use, modify, and customize
(WordPress, Drupal, Joomla)

CMS Features: Library-Specific Features (Part 1)

OPAC, E-Resources, Events



1. OPAC/ILS Integration

Link or embed catalogue search on the website



2. E-Resource Management

A-Z lists of databases, e-journals, and e-books



3. Event Calendar

Display library programmes, workshops, training sessions

CMS Features:

Library-Specific Features (Part 2)

New Arrivals, Guides, Forms



4. New Arrivals Featured Collections

**Auto-generated lists
from catalogue data**



5. Subject Guides (Pathfinders)

**Curated research guides by
subject (as in LibGuides)**



6. Online Forms

**Feedback, query submission,
membership requests,
suggestions**

CMS Features: Library-Specific Features (Part 3)

Chat, Digital Collections, Booking



7. Ask-a-Librarian Chat Widget

Real-time reference help embedded in the site



8. Digital Collections & Exhibits

Display archives, photographs, theses (as in Omeka, DSpace)



9. Room/Seat Booking

Reserve study rooms or facilities online

Quick Revision ⚡ CMS Features for Exams (Part 1)

Content, Design, Retrieval



Content

WYSIWYG · preview ·
scheduling · versioning



Design

Themes · separation of
content/presentation
· responsive



Retrieval

Search · tags/metadada
· RSS · SEO URLS

Quick Revision Part 1 of 2
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Quick Revision ⚡ CMS Features for Exams (Part 2)

Users, Admin, Technical, Library



Users

Role-based access · workflow · moderation



Admin

Dashboard · analytics · backup · audit log



Technical

Database-driven · plugins · security · open source



Library-Specific

OPAC link · A-Z e-resources · events · guides · forms · chat