

Ragani Chandeshwori Campus

Khijidemba-2,Ragani,Okhaldhunga

Course content of Digital/Digitization Skills: Online Library Training

1. Introduction

- Concept and benefit of an online library
- Understanding the online library interface
- Features and function of the online library system
- Creating user accounts for staff and students

2. Content Management

- Uploading and categorizing books, journals and multimedia resources.
- Integrating external databases or open-access resources.

3. Collaboration and Integration

- Linking the online library to the campus website
- Integrating other digital tools
- Promoting collaboration through shared resources

4. Security and data backup

- Ensuring data privacy and protecting user information
- Regular backup of library data and resources
- Identifying and resolving common security vulnerabilities.