

# Content Management System and Digital Preservation in Libraries

Jeevitha. V, Kavitha. E. S  
Periyar University  
Salem  
Tamil Nadu  
India  
[pinckjeevi@gmail.com](mailto:pinckjeevi@gmail.com)



**ABSTRACT:** *Digital preservation is a formal venture to ensure that digital information of continuing value remains accessible and usable. It involves planning, resource allocation, and application of preservation methods and technologies, and it combines policies, strategies and actions to ensure access to digital content, regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time. Digital information is the lifeblood of institutions and organizations and the amount of digital content is increasing at a rapid rate. Managing all these data is becoming difficult and time consuming without an efficient and robust content management system. Content Management System and Digital Preservation do different but overlapping jobs. This paper highlights the need and importance of digital preservation and content management system for an effective way of enhancing scholarly communication.*

**Keywords:** Content Management, Digital Preservation, Management System

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## 1. Introduction

Now a day's paper documents are being replaced by digital counter parts. Growing use of digital documents brings new users into the digital world and adds to the demand for simple means to store and share files. The challenges can be handled efficiently if we use a robust content management system. A content management system allows institutions and other organizations to create, edit, manage and publish any type of digital information such as text, images, video, sound, documents etc. A cloud computing based content management system is rapidly evolving the field and there is an increasing demand for storage of both born-digital archives and digitized material, and an expectation that public access to this content will continue to expand.

## 2. Content Management System

Content Management Systems and Digital Preservation do different but overlapping jobs. Digital information is the lifeblood of all institutions and organizations in the cloud era. The process of managing and disseminating this vast content of information is

a challenge and their effective control is a crucial part of organizations. The need for storage and retrieval of high volume of content under strict rules controlling the sharing of information among users and organizations can be attained through a proper content management system. The Content Management System can be defined as “a computer application that allows publishing, editing and modifying content, organizing, deleting as well as maintenance from a central interface”. The function and use of content management systems is to store and organize files, and provide version-controlled access to their data. The issues and challenges regarding the management of digital contents efficiently can be handled by a content management system namely Cloud based Content Management System.

### **3. Content Management Digital Information**

Content Management Digital information is the modern organizations, whether it is email, documents, web sites, transactions or other forms of knowledge. The process of managing this information is becoming increasingly controlled covering its creation, authoring, review, versioning, approval for release, the mechanisms for sharing and disposal of information. This sort of information management often concerns live information – it is changeable dynamically and often published live on the internet. Much of this is disposable, but much must be retained for the various purposes. The effective control and management of this dynamic information is a critical part of organizations and is often encapsulated in a set of business rules captured within a Content Management System (CMS).

### **4. Record Management**

Records Management Records Management adds rules regarding retention and disposal of the content within a CMS. It has its own standard, ISO 15489, which covers the concept of records, how they are defined, described, retained and destroyed. Records need to be defined for compliance or other reasons. Records are logical pieces of information that will not be changed once under management. This introduces the concept of information preservation, information which has a prescribed lifetime defining how long it must be retained any who is able to see it. Record preservation however is only at a logical level, defining rules stopping the destruction of records before the end of their life. This is not the same as the strategies need to ensure the information is readable and usable.

### **5. Digital Preservation and Content Management Systems (CMS)**

Digital Preservation and CMS Content Management Systems and Digital Preservation do different but overlapping jobs. There are functional similarities like: • Security rules on content access • Business rules implement using workflows • Flexible data descriptions • Retention management rules to dispose of content are the right time There are also features that are obviously or subtly different, see the table below.

### **6. Need for Digital Preservation**

The rapid growth of information has led to technological changes and the digital archiving has become a necessity. Digital preservation-ensures continued access to and usability of digital information records over long period of time. Digital archive and preservation services are becoming more prevalent and a basic requirement beyond traditional libraries and content repositories. Disaster recovery strategies and backup systems are not sufficient to ensure survival and access to authentic digital resources over time. Digitized preservation includes digitized analogue content and born digital content like text, videos, audio, e-mail, websites, research data, database, software etc. Rapid growth of digital objects that require archiving and data heterogeneity is another factor. Data continues to grow in to terabytes and data has a tendency to be lost. The key features of Digital Preservation System are Digital preservation system is an effective system for securely moving content in to the archive making sure that they are unchanged and safe. Digital Preservation is a data management system which controls the digital objects and disposes them at the right moment. The administration role of digital preservation is the controlling of digital objects. The techniques of preservation always make sure that digital objects are usable and accessible whenever they are required. It also allows the objects to be found and downloaded to appropriate users.

### **7. Conclusion**

Digital preservation and content management in the cloud age requires a combination of technological and human factors, automatic processes managed and implemented by manual input and policy. The successful integration of right cloud service in

<b>Feature</b>	<b>Content Management</b>	<b>Digital Preservation</b>
Access speed	Fast, immediate	Slow, can wait
Content versioning	Yes, controlled	No, fixed
File format obsolescence	Fast, immediate	Access speed Fast, immediate Slow, can wait.
Data volumes over	Not a problem	Can be huge: wide variety of sources accumulated large timescales
Bit level protection	Yes, but smaller volumes make this less of a concern	Yes, made worse by large volumes and long timescales
Download tools	Using same system that created the content	May use very different tools
Specific usage	Yes, implemented for specific business needs	May take content from multiple sources

our preservation environment will equip the library professionals with the tools to support and manage the preservation of digital collection. Cloud computing will play an important role in the future Internet services enabling on-demand provisioning of applications, platforms and computing infrastructure.

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