

Digital Library

Organization: Ma'ase

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The purpose of the project is to answer the question "what is a digital library", disadvantages, advantages, what it serves, and telling how it was built at Maase organization

A digital library contains information items in different forms which are digitized and then stored. These forms could be retrieved by a retrieval tool. The main aim of it is to optimize the operation of saving and storing accessed information in anytime and anywhere.

The project began with sharing others from the organization with the idea of developing a digital library and beginning with the process of identification the needs and characterization the organization's tree and how dealing with the information.

Nowadays, we aiming to finish the characterization step and have ambition to get an independent library at Ma'ase and begin working with SharePoint. We aim to share, store and retrieve the information efficiently and accessibly.

The major contribution of the project to Ma'ase is the efficiency of managing the information and knowledge process. Also, the project contributes to the information and knowledge management domain through decreasing the chaos which is created along the past years.

In conclusion; each organization should deal with information systems because it's very important to organize the information in order to get a quick search and ability to retrieve it. The library is important to stop duplicating materials and people should pay attention for the differences between managing information and the technical side of digitizing. Also, the storing process should begin from a chosen time period.