

MARKETPLACE APP · HR-OPERATIONS

Libraries

Organize and share company resources, documents, forms, and links in curated library collections.

Updated July 2026

MODEL Licensed · opt-in	TIER Suite	CAPABILITIES 39+	INTELLIGENCE AI-powered
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OVERVIEW

Create branded library spaces with categories, multiple view modes, and permission controls. Give employees a single hub to find company forms, policies, and essential resources without searching across platforms.

WHY TEAMS CHOOSE IT

- Build branded library spaces with custom icons, colors, descriptions, and a choice of view modes.
- Organize resources into categories, then drag and drop to reorder libraries, categories, and items.
- Mix any content type — internal forms, surveys, wikis, and posts alongside external links, files, images, and video.
- Target each library to the right audience by department, location, group, job title, role, or individual.
- Find resources fast with in-app, semantic, and platform-wide global search.
- Keep content trustworthy with governance reviews, broken-source detection, and knowledge-gap analysis.

CAPABILITIES

Library & Content Management

- ✓ Multiple branded library spaces per business (name, description, icon, color)
- ✓ Mixed-content libraries (links, files, forms, surveys, wikis, posts, media)
- ✓ Image-and-video-only library type
- ✓ Enable or disable a library without deleting it
- ✓ Drag-and-drop library reordering
- ✓ One-click sample data to explore the app

Content Types & Items

- ✓ Item types: link, file, form, survey, wiki, post, image, video
- ✓ Link to internal MangoApps forms, surveys, wikis, and posts
- ✓ External URL links with new-tab / same-tab control
- ✓ Per-item icon: platform default, emoji, or custom image
- ✓ Upload image and video media directly onto an item
- ✓ Drag-and-drop item reordering within a category

Audience Targeting & Permissions

- ✓ Library visibility: all users or specific audiences
- ✓ Audience rules by department, location, group, job family, job title, org role, platform role, or individual user
- ✓ Per-rule access role: viewer, contributor, or manager
- ✓ Management level: anyone, admins + specific users, admins only, or domain admins only
- ✓ Admin-configurable default permission for new libraries
- ✓ Disabled libraries stay reachable to managers but hidden from everyone else

Search, Discovery & Views

- ✓ In-app search across item titles and descriptions
- ✓ Semantic (vector) search when embeddings are available
- ✓ Include libraries in the platform-wide global search
- ✓ Browse by library and category
- ✓ Search-query logging that feeds knowledge-gap analysis
- ✓ App view modes: modern, classic, and tree
- ✓ Admin-configurable default view mode per business
- ✓ Per-library default layout: grid, large, or compact

Content Governance & Health

- ✓ Auto-governance mode with scheduled review reminders
- ✓ Broken / inactive source detection (unpublished forms, inactive surveys)
- ✓ Governance health report in the Insights dashboard
- ✓ Knowledge-gap analysis from failed searches

Finding severity levels **Critical & medium**

USE CASES

• Employee resource hub

HR curates a library of essential forms, policies, and benefit guides so employees find everything they need in one organized space.

Libraries AI Agent

- ✓ Ask-AI search, browse, and resource recommendations
- ✓ Admin write actions: add, update, move, delete items and create categories
- ✓ Governance and knowledge-gap reports via the agent (admin)
- ✓ Granular capability toggles: search, browse, stats, content management
- ✓ Per-business switch to turn the agent off

Notifications

- ✓ In-app alert when a new item is added to a library
- ✓ Email notification when a new item is added
- ✓ Governance review reminders to library managers
- ✓ Knowledge-gap analysis summaries to admins

Limits & Specs

Media upload max size per item	100 MB
Library name max length	100 characters
Governance review interval range	7–365 days (default 90)
Accepted media types (image)	JPEG, PNG, GIF, WebP, SVG
Accepted media types (video)	MP4, WebM, QuickTime, AVI

- **Department knowledge base**

A department manager builds a library of process documents, templates, and reference links visible only to their team.

- **New hire starter pack**

An onboarding library gathers day-one documents, training links, and IT setup guides targeted to new employees by role.

- **Safety document library**

The safety team maintains SOPs, MSDS sheets, and compliance links with periodic governance reviews that flag stale or broken sources.

- **Executive communications**

Leadership publishes a restricted library of strategic documents and presentations visible only to managers and above.

PRICING & LICENSING

License

Required (opt-in per business)

Tier

Suite

Pricing is tailored to your organization — [talk to sales for pricing & a live demo](#). Final commercial terms per your agreement.

FAQ

What can I put in a library?

Each library item can be an external link, an uploaded file, an image or video, or a direct link to an internal MangoApps form, survey, wiki, or post. Every item has its own title, description, and icon (default, emoji, or a custom image), and can open in a new tab or the same tab.

How do permissions and visibility work?

A library's visibility is either all users or specific audiences. Audience rules can target departments, locations, groups, job families, job titles, organizational roles, platform roles, or individual users, and each rule grants a viewer, contributor, or manager role. Separately, a management level controls who can add and edit content — anyone, admins plus specific users, admins only, or domain admins only.

How is Libraries different from Drive and Wikis?

Drive is where you store and version the files themselves; Wikis is where you author long-form documents. Libraries sits on top: it's a curated, permissioned collection of pointers — links, forms, surveys, wikis, posts, and a few uploaded images or videos — organized into categories so employees can find the right resource without hunting across apps.

What are governance reviews and knowledge-gap analysis?

When auto-governance is on, Libraries schedules periodic review reminders and automatically flags broken or inactive sources (for example an unpublished form or an inactive survey) as critical or medium findings in an Insights health report. Knowledge-gap analysis reviews searches that returned no results so admins can see what content employees are looking for but not finding.

How does search work?

You can search across item titles and descriptions inside the app, and where embeddings are available Libraries also runs semantic (meaning-based) search. Admins can additionally include libraries in the platform-wide global search so results surface without opening the Libraries app first.

What are the size and content limits?

Uploaded media is capped at 100 MB per item. Images can be JPEG, PNG, GIF, WebP, or SVG; video can be MP4, WebM, QuickTime, or AVI. Library names are up to 100 characters and descriptions up to 500. Governance review intervals can be set from 7 to 365 days (default 90).

Is Libraries included, or does it need a license?

Libraries is part of MangoApps Workforce and does not carry a separate per-seat price, but like every marketplace app it is disabled by default and requires a license that an admin enables per tenant.