

There are two kinds of media libraries that you can create:

- [Site related media libraries](#) - belong to a specific site.
- [Group media libraries](#) - media libraries belonging to a specific group.



Creating media libraries on a live site

Note that your site may be set up so that both site related and group media libraries can be created directly on the live site.

Creating site-related media libraries

1. Open the **Media libraries** application.
2. Click on **New media library**.
3. Fill in the following details:
 - a. **Display name** - the name of the media library displayed in the administration interface and on the live site.
 - b. **Code name** - the name of the media library used by developers in code.
 - c. **Description** - the text describing the media library.
 - d. **Teaser image** - the image used as the media library teaser.
 - e. **Folder name** - the name of the folder where files will be stored.



The screenshot shows a form with the following fields and values:

- Display name:** Media library
- Code name:** (automatic)
- Description:** This is a media library.
- Teaser image:** Choose File Penguins.jpg
- Folder name:** media_library

4. **Save** the Media library. The **Media library** interface appears.
 - a. The **Files tab** allows you to manage the media library content.
 - b. The **General tab** is used to edit the properties that you entered when creating the media library.
 - c. The **Security tab** allows you to adjust permissions to work with folders and files in the given media library. For more details on how to adjust permissions in media libraries, please refer to the [Assigning permissions to media libraries](#) topic.

Creating group media libraries

1. Open the **Groups** application.
2. (Optional) if you don't have one yet, create a [New group](#).
3. **Edit** the group for which you want to create the media library.
4. Switch to the **Media libraries** tab.
5. Click **New media library**.
6. Fill in the following details:
 - a. **Display name** - the name of the media library displayed in the administration interface and on the live site.
 - b. **Code name** - the name of the media library used by developers in code.
 - c. **Description** - the text describing the media library.
 - d. **Teaser image** - the image used as the media library teaser.
 - e. **Folder name** - the name of the folder where files will be stored. This folder will be created under <web project>\<site name>\media\ or in a [custom location](#).



Display name:* Group Media Library

Code name: (automatic) ?

Description: This is a group media library

Teaser image: Choose File Penguins.jpg

Folder name:* group_media_library

7. **Save** the Media library. The **Media library** interface appears.
 - a. The **Files tab** allows you to manage the media library content.
 - b. The **General tab** is used to edit media library general properties that you entered when creating the media library.
 - c. The **Security tab** allows you to adjust permissions to work with folders and files in the given media library. For more details on how to adjust permissions in media libraries, please refer to the [Assigning permissions to media libraries](#) topic.