

## Relationship between Work Facility and Equipment for Better Services in the Academic Library

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### Introduction

Libraries have a very important role in a modern society, a group, a nation indeed the world. Libraries have always reflected development in society. Library is a mirror of the society. The use of the library is fundamental right for all. Every user has fundamental right of access to develop their knowledge & skills, which are essential for the full development of his personality.

Adequate and sufficient facilities and equipment must be provided and installed in the academic libraries. It is incumbent on government, public authorities at all level to join forces and make optimum use of academic libraries, their facilities and equipments.

Provision for the facility & services in the academic libraries should be plan at the beginning of architectural planning, so that appropriate areas may be allowed for the facilities i.e.

- Space for maps & atlas.
- Space for reference book.
- Provision of drinking water.
- Space for reprography.
- Under ground networking.
- Provision for soundless floor.
- Sufficient arrangement of nature light.
- Provision for server room.
- Provision for future expansion.
- Provision for power back up by silent D.G. set.
- Noise control
- Provision for air conditioning.

### *Required Work Facility*

New ideas, new methods, and new materials are being developed every day. If facilities are to be designed for the future, the basic standards of measurement should encompass to metric system. Thus the design for the new academic library should be in terms of meters as well as feet and inches. There are many new trends in facilities in the academic libraries. New comfortable furniture's, durable almirah, new type of equipment, new construction material and many more are available for the facilities. Un

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doughty, the improvement of facilities has been one of the major contributions to attend the users in the academic libraries.

All the academic libraries have been completely automated and all transactions carried out through bar code interface with online search facility. The libraries of higher educational institutions and universities should be affiliated with U.G.C.-INFONET Digital Library Consortium and DEL NET for the purpose of visual sharing among academic libraries.

#### *School Library*

A school library is very much different from a public or university library because there is a huge big difference in their nature functions collection and facilities to the users.

#### *College Library*

A place in which library and artistic materials, such as books, periodicals, news papers, pamphlets, prints, records, tapes are kept for reading reference or lending, called college library.

#### *University Library*

University library has perform a whole lot of complex and sophisticated functions and services, which in actual performance and operation are not as simple as said educational methods, of initial factors, library operations, architectural developments and the existing library building are some of the vital factors that have influenced the design and architectures of library building in the universities to-day.

#### *Suggested Equipment*

Following are the equipments which make the library facilities.

1. Computers
2. Networking (LAN/Wi-Fi)
3. Printer

4. Scanner of High Resolution
5. Barcode Reader
6. Software for Working
7. Digital Clock
8. Book Trolley
9. Book Station
10. Intercom Phone
11. Fire Alarm
12. Seismic Safety Standard
13. Security Alarm
14. Exit Alarm
15. Acoustics
16. Keying System
17. Power Back-Up
18. Energy Saving Devices

#### *Library Building Planning Mistakes in Facilities*

- Failure to involve staff in the needs assessment and planning right from the beginning.
- Letting the architect rush the planning and design process, particularly the working drawings, lighting, plans and specifications.
- Book drops which are too low, too high or are not fire protected.
- High ceilings with no consideration of light needed or acoustics in the covered areas.
- Changes in floor level – pits, mezzanines, ramps.
- Long, narrow buildings.
- No provision for building expansion.
- Limited or poorly located parking.
- Poor traffic flow by the circulation desk – no queuing space at the circulation desk.
- Poor lines of sight for purposes of both service and security.
- Limited staff work and storage areas.
- Staff restrooms with walls which are not

ceramic tile or are only partially tiled.

- Staff rest room which open right into the staff break room.
- Inadequate clearance between seats and shelves which blocks use of collection.
- Too many types of light fixtures and required bulbs/tubs.
- Electrical outlets – too few, poor placement, unanticipated future needs.
- Wire management systems – inadequate in capacity, not provided for in furniture, desk stand and not provided for future growth and equipment.
- Interior signs – too few, too small, too little information.
- Poor exterior signage – on building instead of boulevard – not lighted.

#### *Planning of Library Facilities*

The following biased comments are based on some experience as a librarian and participation in planning of library building projects:

- A library building should not be considered an end. It is only a means, one necessary resource to provide high quality academic library services.
- A technology plan should also be in place and regularly updated.
- A library building is a container for library collection, users, services and staff. Its size and functional requirements will be directly based on the quantities of these contents projected for future users and services.
- The expansion of an existing library or the conversion of another building to academic use must be evaluated against the basic functional design and space requirements for a modern, new building.
- Too frequently, the size of a library is determined by preconceived budgetary thresholds, site limitations or purely

political consideration. Many libraries are too small on opening day.

- Plan for realistic, projected building needs. Implement the funding and construction of the building needed in two phases, if necessary. Plan for the future - at least ten years, twenty years is better. Always anticipate expansion of the library being planned.
- Surveys regarding library building needs can be useful in gaining users awareness and support. The user vision for the future generally focuses on books and existing basic services.
- The provision of adequate space for the library staff and legitimate storage needs is one of the most frequently short-changes areas in library building planning. These areas are generally the once sacrificed first to user needs.

#### *Design Requirements for Library Facilities*

- A Ground Level Access Building, it should be possible to enter at street level through a single entrance which is highly visible and well situated to the general activity within the library area and has convenient access to parking. A one-story building is preferred for easy access by staff and for visibility from circulation and reference desks. However, if terrain or design alternatives warrant, some service expansion areas would be considered on a second or lower level. During the initial phase a design, the architects should be asked to discuss feasible alternatives along with cost comparisons.
- Open, Flexible Floor Plan, To facilitate the arrangement of the library's activities and to allow for any potential future rearrangement to accommodate new or expanded services, the library should be free of interior load-bearing walls and closely placed columns.
- Adequate Floor Space, Adequate space for a library should contain the materials

collection, adequate table and leisure seating and sufficient area for the staff to perform its public service function, as well as the behind the scenes responsibilities.

- Space needed must be determined through detailed projections of the capacities sought – collections, equipment, seating, staff and meeting area.
- Logical Relationship of Function Areas, The building should be planned and arranged so that functional areas of activities are properly related to one another for most intelligent use of the building by the users and most efficient use of the library staff, i.e. a small library building with the staff workroom on one floor and the main circulation service desk on another floor would result in a very poor utilization of staff. Organization of space and signage should encourage self-service use.
- Appealing Building Environment, both its interior and exterior appearance, the library should project an inviting and attractive atmosphere, should be well-lighted and should be properly heated and cooled during the changes of seasons.
- The furnishing should be comfortable and attractive in appearance with sufficient balance between informal and study type seating.
- Materials of which the building is constructed and finished should be attractive and easy to maintain.
- Potential for Future Building Expansion, for a completely new facility planning should occur during design development for a future expansion of 20% to 30% to serve library needs beyond the next twenty years. Preliminary planning now results in a more successful design and functional features in an expanded building.

## Conclusion

The purpose of the research paper was to find out the relationship of work facility and available equipments to perform various. It was observed that standardized equipments and work facility has significantly associated, with the help of these equipments library staff can give various type of services to the users.

Most of the academic liberators have planed their facilities according their and various type of users for these of available sources. A well equipped academic library has fulfill the users need, research in the planning and designing of the academic library building has been pre-eminently undertaken in the united states, united kingdom, Canada, and practically no work has been done systematically in India on the architectural aspects of academic libraries. In India, the importance of functionally planned and authentically designed academic library building was realized only in the port independence period.

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