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Management of Libraries in Modern Era: An Overview

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Abstract

This paper is discussed about the new technology for information storage and its retrieval systems. An attempt has been made to define the goals, sets policies, new concept of management craftsmanship, scientific management, objectives, functions and the development of human resources, manpower planning. It discloses various methods adopted in the automation comprising information communication, software programs, packages, data collection, consortium based data management CD-ROM, E-database management / online information and networking of networks and its objectives and goals of new era.

Keywords: Automation; Software Programs; Packages; CR-ROM; E-Database Management.

Introduction

The information explosion in science and technology has become a challenging task for library management for its storage and retrieval. In modern times library management plays a vital role in the promotion of education and research. A well equipped and well managed library is the foundation of education and research program. The main function of library is the collection, preservation of knowledge for its dissemination to all through its various methods and techniques.

Library management is other function concerned to the execution and the employment of organization for the particular objects. It is an important for the prosperity and welfare of our society. According to ALA Glossary of library and information science *"Library* management is defined as the process of co-coordinating the desired goals through planning, organizing, staffing, directing and controlling".

Management directs the active operations within the enterprise and combines the work of the employees with the available capital, equipment's and the material. There are three levels of library management: Top management (Administration), Middle management (Operation), and Lower management (Rank and file).

Modern Developments

A library cannot survive and function properly until it provides and maintains its information activities with modern techniques. The information scientist should be well versed with the latest techniques of this subjects and provide pin points services very quickly in the best manner possible for the benefit of scientist and students engaged in research and education. Thus there is a pressing demand and need for the total Quality of management in the procurement of documents and its retrieval to meet the present situation. Principles of scientific management are the powerful tools in the hands of administration and management. The basic principle of scientific management is the "distribution of responsibility or its decentralization". The principles give us some practical guidance for the work and activities as follows: (i) Division of work (ii) Authority and responsibility (iii) Discipline (iv) Unity of command (v) Unity of direction (vi) Subordination (vii) Remuneration of personal (viii) Centralization (ix) Scalar chain (x) Order (xi) Equity (xii) stability of tenure of personal (xiii) Initiative (xiv) Esprite de corps.

Objectives

Objectives (or) goals are statements of purpose towards which organizing and controlling are aimed

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and changed with the change of conditions or circumstances. A library might include among its overall objectives a certain rate of service, emphasizing research and education to develop library facilities improving library cooperation, achieving key position among other libraries. It serves a basis for coordinating staff work and it provides the basis for control. An academic library has objectives to provide reading material and reading facilities to faculty members and students. Objectives may be group goals, intermediate, limited and unlimited, elastic and inelastic, external and internal, long range and short range objectives. If it is the library of medical colleges, engineering colleges, and other special libraries its objectives will be limited to the concerned material as needed for them. Henceforth the objectives of library may change according to the need and demand of the society for which the library is established. Without the proper objectives it is very difficult to fulfill the demand and to set a goal for research and education.

Scientific management is directly concerned with control, planning and execution of all organized human activities in different process of library management and its main function is the coordination of human activities. The management is the quite dynamic and flexible and responsive to change in the social concept and economic conditions. It is essential to plan the management pattern on scientific lines. A dynamic library enterprise needs top execution as foresightedness and resource fullness. The manager can plan, organizes, directs and controls the activities of other persons subordinate to him. There are two types of functions of library consisting: *Managerial:* General principles of management studies and applied, *Professional:* cataloguing and classification. It depends upon a set of rules and a technical job.

Consortium based data management

The documents are available in electronic form and can be shared in a group among the institutions. Now-a-days researchers and scientists have less time to search their information and they require e-resources to fulfill their goal. In this method the information is retrieved by the users from a broad resource. The consortia can fulfill user's needs in a lesser time and save the time of users. Generally the organizations use this type of consortia for user's interest, increasing efficiency, lesser space, easy to retrieve information and marketing purposes. Most of traditional libraries are converted in digital form (or) in a processed form having automation for better library management. They provide its information in digital form like CDs, microfilms and solve their quarries by mail. In the present era libraries are converted in the form of virtual library and we can access information anywhere at any time (24X7) through web. In the area of research and education, scientists and students have no time to trace out the vital printed material and they want to get their exact research material in shortest time. The consortium is a good platform for achieving their goals. The archives consisting the old material in printed forms can't be preserved physically for a longer time and required in a digital form for research and education. It is very helpful to provide quick service to the users through web in an electronic form.

Marketing of consortia

Marketing consortia also includes selling, advertising, physical distributing, sales promotions etc. Selling aspects of marketing is an exchange of goods (or) services. It also concerns to non-profit organizations as libraries, archives and information / documentation centers. Marketing is totally management function as supply and demand.

Future of e-consortia

Most of digital libraries provide web OPAC and IP address based portal where we can search its collection. The future of e-consortia is very broad and in coming years users might use e-resources at high level. It is very difficult to pronounce whether the www (internet) facility will replace to another technology in future. In addition to this most of e-consortia is based on IP address and provides its collection online. So far the preservation of the material pertains to documents in any form and the e-environment is safer than preserving in physical form. It is found in e-form and there is no any question of its missing. The member library can use it on a normal charge (or) free of charges.

On account of e-publishing of information the demand of e-resources is overtaken on printing and digital materials. Most of the networks use resource-sharing on different portals but the knowledge society wants a specific types of knowledge at a specific portal like UGC-Info Net, INDEST, FORSA (Forum for Resource Sharing in Astronomy and Astrophysics), LISA, CSIR consortia, HELINET (Health Science Library and Information Network). Most of above consortia is a group of organizations where they can share its resources on a portal with its mutual understanding and rules. Mostly e-consortia provide abstract, full text as well as bibliographic details.

Online information

In modern age, research scholars, scientists, information analysts, economists, and other consumers use online information resources with the help of Cybrarian (Library Manager) through web technology. The online information is fully dependent on web technology and very helpful to collect information scattered on World Wide Web. Users can access their information through the web server with the help of web browsers like Mozilla Firefox, Google Chrome, Apple safari, Internet explorer, Epic etc. and search engines like Yahoo, Google, and MSN. In the 21st century the number of internet users is increasing in abundance as they get the information through web tool (internet). In new era various organizations provide their web page with hyperlink of many departments and we get the information immediately. Online information consisting web conferencing, video chat and search e-material is possible through web. The *online information* may be abstract, bibliographic database, full text database including audio, video, multimedia, hyperlink and hypertext. We can access the information either free of charge (or) pay according to the rules and regulation of the organization. It is a new technique of collection management of information and professionals must be aware about the knowledge of online information and thus they can provide better information service to the user.

Online Database

1. *AGRICAT:* It is online bibliographic databases of Indian agriculture universities and research institutes. These organizations are shared their database on this portal. It is an union catalogue of agriculture universities and research institutes under ICAR.
2. WORLDCAT is developed by OCLC, Ohio, and Dublin. It is a worldwide largest online bibliographic database where records are displayed on the MARC 21 format with organizations holdings.
3. *ISID* is an online database of periodical covering the area of industrial studies, social sciences, economics and technology providing bibliographic records.
4. *VIDYANIDHI* is an online web portal through which we get the information about thesis.
5. *UGC-INFONET* is an online consortium of UGC and INFLIBNET. It has a lot of details about online publisher, journals, books, full text and-other bibliographic details of reading and research materials. After getting user authentication of this consortium we can access its databases connected with hyperlinks. Consortia also provide open access journals link.
6. *J-GATE* is online full text database in the field of Basic Sciences, Humanities, Biomedical Sciences, Social Sciences, Agriculture and Technology and user authentication is necessary for access.

E-resource

In the new era e-data resource management is a part of library management and the work profile of library professionals[1] has been changed as they provide information to the user in the form of e-data. E-data are presented in the electronic form with multimedia application like videos and sound. The e-data resources have bibliographic details with links, full text and abstract. The invention of digital storage device like CDs, DVDs is easy to store information in digital form as the printing and digital version is replaced with electronic version. The electronic version pertaining to publications search with its hyperlink and its retrievals, downloading is easier than digital version. In an electronic environment the large number of databases is easy to search access within a short time. Many publishers, organizations and institutes are providing the information in an electronic form as well as most of our libraries pertaining to research and education under UGC program have been connecting towards new technology. The e-resources consisting publications, patents, conferences etc. are available in an e-form used through web on a specific portal and may be offline (CD-ROM, DVD-ROM) or online.

Types of electronic resources

1. *Books* are available in an electronic form with its bibliographic details and user can read these e-books in electronic environment through the computer / e-reader.
2. *Online journals* are provided with full text articles with the help of web & in the open access system articles are available on the web freely.
3. The *consortia* are provider of databases in the electronic form.
4. The *e-citation* and abstract are provided by various libraries, research institutions and other organizations and these are searched out very easily.
5. Now-a-days the craze of *e-newspapers* has been increased and these can be read in an electronic version on web.

6. In the new era of science and technology the dissertation, thesis and abstract are available in e-form and various research institutes and organizations are providing its research material at a very low cost through *E-DDS.*
7. *CD-ROM and DVD-ROM* databases are a highly flammable database in which the information is available in the digital form online and offline.

CD Rom Database

The major attraction of the CD ROM is a huge storage capacity. It reduces the space of printing material as well as other problems of library replacing them on CD ROM for example index medicus, chemical abstract, biological abstract etc. In this method the preservation of the material is very safe and can't be affected / damaged by climate, moisture, and germ. The information on database pertains to bibliography, indexing, abstracting, full text, numerical etc. The networking of CD ROM database is successful beneficially if it is used to retrieve services frequently by our library CD ROM technology provides a powerful access of database with Boolean search and creates our local data. In the new era the CD ROM database is most suitable for our libraries so far research and education, science and technology is concerned. This system is very approachable to the pin pointed service to the users.

Networking of networks

Networking of networks provide articles, different union catalogues, e-DDS, Software, training resources, full text databases, domain registration, different types of publications, video and teleconferences etc. The network is a wide range of resource management. There are many different networks for different users in the globe. In Indian scenario, there are lots of educational and library networks which are used for research and education, database collection and resource sharing. These networks are promoted / supported by some promoting agencies, institutes and other organization playing a wide role in the field of research and education as (i) INFLIBNT (II) DELNET (III) NICNET (IV) INLN (V) APIN (VI) UNAL (VII) OCLC (VIII) UNISIST. The information explosion, networks provide accessibility of documents very easily and sharing their resources over a network in electronic form. Networks are provided to multiple users' accessibility from different locations and faster service to working groups having membership of the various institutions and organizations.

Types of networks

1. *LAN*: The personal computers are connected locally.
2. *MAN*: These types of networks are located in a city, metropolitan area like Delhi, Bangalore, Kolkata, Chennai etc.
3. *WAN*: Geographically distributed areas are connected with this type of network. Resources are transmitted by all over world through www.

Information Communication

So far information communication is concerned we use high speed internet / e-ma videotext, teletext, teleconference / voice mail for e-data interchange and space communication. Modern libraries are familiar with this technology and manage their data communication for e-document delivery, solve the users-query, organize vide conference and other concerned activities. In data communication the information transmitted by IP messenger through LAN but so far remote area is concerned it transmitted through the www. The basic of data communication consists: (i) Source sender of information (ii) Medium: means of data communications (iii) Information receiver.

Table 1: Networks and their resources

Networks	Promoted Agency	Services	Type
Inflibnet	UGC	Union catalogue, DDS, UGC-INFONET consortium, SOUL availability.	WAN
Delnet	NISSAT&NIC	Resource sharing, software providing, DELNET consortium, Bibliographic catalogue publications.	WAN
Nicnet	Planning commission, Govt. Of India	Geographical information, training, video conferencing, teleconferencing	WAN
Ernet	Department of Electronic and UNDP for finance.	E-mail, web hosting, Domain registration, Educational portal, Training.	WAN
Adinet	NISSAT, INFLIBNET & DSIR	Scientific, educational and technical information provider, regional library cooperation, developing database, ILL and DDS.	LAN
Desinet	DESIDOC, Delhi	Scientific database creation	LAN
Sirnet	CSIR	Database for the scientific communication, medicine, food and technology and research.	LAN

The phenomenon of networking of networks depends fully upon IT and increases the collection strength, providing library software, supporting to information scientist and provides better training and communication facility to the professionals. In addition, networks provide important services as to retrieve databases online / offline, e-mail services, e-mail delivery, queries solution, solving software problems, data availability 24 X 7.

Software

Software consists of language programming system software, application software and middleware. Software comprises three types: (i) system software (ii) programming software / middleware and (iii) application software. Main features of software are run on various computers and multiple platforms, standard date format, users' friendly and flexibility. The library software packages consist of data instructions for technical work. So far library and information is concerned the computer software can be categorized for library management as acquisition, classification, cataloguing, serial control, circulation control, stock taking, information retrieval service (i) Selective Dissemination of Information (ii) Current Awareness Services (iii) Bibliographic Service (iv) Retrospective Search (v) Indexing (vi) OPAC and Web OPAC. The main objectives of library software packages are to carry the library digital, time saving, user friendly, exact retrieval of databases, less human work and economically.

H. R. D.

The human Resource is the process that helps organizations to provide adequate human resources to achieve their current and future organizational objectives. The library staff should be professionally qualified, competent and ready to share the literature searching as an aid to their client for research and education. They should be competent persons to serve as a public relation officer between readers and publications. They have to ultimate responsibility for acquiring organizing the resources of the library and making these available to all those concerned people who want to use them. The staffing includes the training of the staff and maintenance of the favorable condition of the work of them as salary and status. It increases the efficiency of library work as well as the future prospects of the employees and satisfaction of the work. In common it is the process that helps the library to provide adequate human resources to achieve their current and future objectives are manpower planning in human resource such as Recruitment and selection, Wages and salary, Job re-arrangement, Personal training and managerial development, and Health & safety.

In-service training

Oriental programs and other refresher courses should be conducted in the department time to time. We should also depute some professionals for training programs pertaining to computer techniques etc. as provided in NISCAIR, DRTC and MM etc. We should also be liberal for deputing professionals for attending workshops, seminars, conferences and other oriental programs conducted by various organizations as aided by UGC etc at national and international level. Thus it will increase professional technical knowledge, communicated skills and efficiency to the professionals. The salary scales and status of our professional should be on par with professors, readers and lecturers as per the norms of *UGC.* We should also frame wages policies and some incentives for promoting library staff. The management should take care to initiate and implement staff development in addition to take care of their personal interest in terms of financial and other benefits to them.

Conclusion

Now-a-days most of libraries and information centers are diverting towards paperless collection. These facilities are providing many resources to research workers and scientists to fulfill their goals. CD ROM databases are also used by the research scholars and scientists and every digital library provides the collection information in digital form of bibliographic databases, encyclopedia, Index medicos, chemical and biological abstract and research material in CD form which is cheap and provides limited information but user search wide range of information on web server quickly according to their need. Electronic facilities assist knowledge and technical improvement and it is very important that our staff should be technical sound for providing better computerized information service.

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