Using Technology In Library Management: A Study

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ABSTRACT

In recent years, technology plays a vital role in all the professions. Library and Information Centres are also not an exception to this. During the last few years, technology became a major factor for library and it affects formats, sources and services of the library. The paper tries to find out how technology affects in library management and importance of technology and challenges in present context.

Keywords*: Technology, Information Communication Technology, Library, Library Management*

1. Introduction

Libraries are now undergoing rapid changes due to advancements of information explosion and developments in Information Communication Technology (ICT). Technological developments have affected formats, sources and services of library. Due to the revolution of technology the way of both seeking and access of information has changed. Therefore, it is the demand of time to cope up with latest technology for smooth functioning and management of library. At present context, it is very much essential for every librarian to know how to manage the library by using latest technology.

Technology plays a vital role in the delivery of modern library services-most commonly the software and hardware used in library management systems, catalogues, internet enabled computers, and electronic and digitized library resources.

2. The prime objectives of this paper are

- ❖ To find out the impact of Information Technology on Library Management.
- ❖ To know how the technology effects in library functions.
- ❖ To know what are the benefits by using technology in library management.
- ❖ To know how it saves the staffs/users valuable time.
- ❖ To know how accurately one can access the latest information within a short period of time.

3. What is Technology?

Webster's New world Dictionary and Thesaurus defines

- ❖ Technology is a method, process etc, for handling a specific technological problem

- ❖ The system by which a society provides its members with those things needed or desired

4. What is Information Communication Technology?

Information Communication Technology is a combination or set of technological tools and resources used to communicate and to create, disseminate, storage and manage information.

5. Component of ICT in Libraries

- ❖ Computer Technology,

- ❖ Communication Technology and

- ❖ Reprographic, micrographic and Printing Technology

6. Technologies in Libraries

- ❖ Information Capture
  - ➢ Keyboard, Scanner, Digital Cameras, etc.
- ❖ Storage
  - ➢ PCs, Floppy disks, CDs/DVDs, Pendrive, Portable HD etc.
- ❖ Identification
  - ➢ Barcode, RFID, Biometric, etc.
- ❖ Databases
  - ➢ Thesis/Dissertation, Books, Articles, Reports, Publishers etc.
- ❖ Digital Library Software

- ➢ Green Stone, DSpace etc.
- ❖ Library Automation Packages
    - ➢ CDS/ISIS, SOUL 2.0, Open Source like KOHA etc.
- ❖ Networking
    - ➢ Client –server, P2P, Internet
- ❖ Web Portal
    - ➢ Searching Resources/Informations

7. Why Technology in Libraries?

- ❖ Speed,
- ❖ Storage,
- ❖ Accuracy,
- ❖ Reliability,
- ❖ Ease of use,
- ❖ Repetitiveness,
- ❖ Compactness,
- ❖ Circulation,

8. Functions in ICT based library systems

Technology is used in various fields of library activities:

- ❖ Acquisition
    - ➢ Acquisition/Accession List
    - ➢ Ordering of books/Report
- ❖ Membership
    - ➢ Preparing of member cards
    - ➢ Member login/logout

- ❖ Serial Management
  - ➢ Serial Check-in/out and Claiming
  - ➢ Union/Holding list
- ❖ Cataloguing/Classification
  - ➢ Catalogue Card/Label production
  - ➢ Retrospective Conversion
  - ➢ Online Catalogue
- ❖ Circulation
  - ➢ Preparing of member cards
  - ➢ Issue/ Return
  - ➢ Inter Library Loan
  - ➢ Reservation
  - ➢ overdue
- ❖ Management
  - ➢ Accounting/Budgeting
  - ➢ Word Processing/Mailing
  - ➢ Scheduling/Planning
  - ➢ Statistics/Report

- ❖ Information Storage/ Retrieval
  - ➢ Database Construction
  - ➢ Online Database Searching
  - ➢ Downloading/Uploading
  - ➢ Indexing and AbstractingS
- ❖ Reference/Information Services
  - ➢ Bibliographic listing
  - ➢ Library instruction

>   Public Access/Computer Literacy

9. ICT –based user services

❖ Web Access to OPACs/Web OPAC

❖ E-resources search tools like EzProxy (remote search), FedGate (Federated search, Search all resources), J-Gate (Federated+ Discovery Search, Browse Journals A-Z)

❖ Electronic Document Delivery (EDD)

❖ Networked Information Resources

❖ Delivery of Information to users desktops/mobiles

❖ SMS notification

❖ Online instruction

❖ Online readers advisory services

10. Impact of ICT-based user services

❖ Quick access of information.
❖ Provide remote access to users.

❖ Accurate information on time.

❖ Access to unlimited information from different sources.

❖ Break down the distance barrier.

❖ Save the time.

11. Impact of ICT on Library Activities

Table. 1. ICT on Library Activities:

Sl. Nos.	Functions	Old Technologies	New Technologies
1.	Text entry, editing and composing	Typing, Type setting	Electronic word processing, OCR scan
2.	Storage	Shelving	Digital mass media store
3.	Searching, selecting, retrieving	Catalogue search, Browsing	Computer database software
4.	Communication	Mail, Personal travel	Computer network, E-mail, satellites etc.

12. Latest Technology used in Libraries

❖ RFID Technology: RFID Technology is a new approach to circulation, Tracking and Security of Library Materials.

❖ Mobile Technology: There is a possibilities of a mobile application to access the resources available in a library and getting updated from the library about the new arrivals and current events.

13. Technology in Libraries: various challenges

❖ Changing role of Libraries and Librarians.

❖ Funding of Libraries.

❖ Copyright management.

❖ Information access.

❖ Preservation of digital information resources.

❖ Problem in Power Supply

14. Conclusion

Like other professions, Technology became the major factor for library scene. Libraries and Information Centres can hardly function today without computer and Information technologies. A well equipped library with the facilities of modern information infrastructure and technologies could satisfy the maximum demand of users. So, it is the demand of time to cope up with the latest technology and Librarians must keep up-to-date with the latest technology. Therefore, Technology plays a great role in modern library management.

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