

**ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN
PALANI
DEPARTMENT OF LIBRARY**

**LEARNING RESOURCES
FUNDAMENTALS OF LIBRARY AND INFORMATION SCIENCE**

INTRODUCTION, HISTORY AND ROLE OF LIBRARIES

- Meaning, Definition and Objectives of Libraries

Meaning

A building, room, or organization that has a collection of books, documents, music, and sometimes things such as tools or artwork, for people to borrow, usually without payment:

The word 'Library' is derived from the Latin word "libraria" meaning 'a book place'. It originates from the term 'liber' which means 'a book'. According to the Oxford Companion to the English Language – "Library is a collection of books, periodicals and/or other materials, primarily written and printed."

Defanition:

Harrod's Librarian's Glossary and Reference Book defines 'Library' as:

- (1) A collection of books and other literary material kept for reading, study and consultation.
- (2) A place, building, room or rooms set apart for the keeping and use of a collection of books, etc.
- (3) A number of books issued by one publisher under a comprehensive title as the 'Loeb Classical Library', and usually having some general characteristic, such as, subject, binding, or typography.
- (4) A collection of films, photographs and other non-book materials, plastic or metal tapes, disks and programs.

In view of the above definitions, a library is defined as:

- a. A place in which literary and artistic materials, such as books, periodicals, newspapers, pamphlets, prints, records, tapes and artefacts are kept for reading, reference, or lending.
- b. A collection of such materials, especially when systematically arranged.
- c. A room in a private home for such a collection.

d. An institution or foundation maintaining such a collection

The library, thus, is a social organization and a necessary unit of the society. It is organized for transmitting knowledge and experience of society to individuals. This is done through books and other material like the maps, charts, phono-records, microfilms, etc.

Dr. S. R. Ranganathan, father of library science in India, describes the library as a public institution or establishment charged with the care of collection of books and the duty of making them accessible to those who require to use them.

PURPOSE

.The purpose of establishing a library is to serve the society through the records of human thoughts, ideas and expressions by making them available to all

Functions The functions of a library are given below:

Collect and provide books as well as other non-book materials to help the people to become aware of the thinking of others and to think and act independently. Foster and promote the spread of knowledge, education and culture;

- Provide facility for formal and informal life-long self-education in the community;
- Preserve the literary and cultural heritage of humanity for posterity as vehicles of culture and material for research;
- Provide reliable information for all kinds of users irrespective of age, caste, creed, colour, religion, sex, etc.;
- Collect resources in order to promote an enlightened citizenship and to enrich personal life; and
- Facilitate advancement of culture in the community

AIM AND OBJECTIVE OF THE LIBRARY SERVICES

The main objective of the Library Services is to offer free book reading facilities to all, to grow healthy readership at all levels, to disseminate knowledge on all, subjects and topics to collect

and preserve all documents having research value and local importance, to microfilm old records, Books for reference and research purpose, to publish bibliographies, to promote Library Service by exhibiting books, arranging popular talks, seminars and other functions having educative value, to offer guidance for related technical service and other library matter etc.

What is the historical development of libraries in UK,USA and India

Brief History in the very earliest libraries are believed to have been built around five thousand years ago, with the first human efforts to organize collections of documents. These took the form of clay tablets in cuneiform script about an inch thick, in various shapes and sizes. Mud-like clay was placed in the wooden frames, and the surface was smoothed for writing and allowed to dry until damp. After being inscribed, the clay dried in the sun, or for a harder finish, was baked in a kiln.

The First Libraries

It is believed that the first libraries appeared five thousand years ago in Southwest Asia's Fertile Crescent, an area that ran from Mesopotamia to the Nile. The world's oldest known library is believed to be The Library of Ashurbanipal. Which was founded sometime in the 7th century B.C. for the "royal contemplation" of the Assyrian ruler Ashurbanipal? Located in Nineveh in modern day Iraq, the site included a trove of some 30,000 cuneiform tablets organized according to subject matter. The library, named after Ashurbanipal, in fact the last great king of the Assyrian Empire, is a collection of more than 30,000 clay tablets and fragments containing contemporary texts of all kinds, including a number in various languages.

The texts themselves—from both Babylonia and Assyria—include a wide variety of documents, both administrative (legal documents such as contracts), and literary, including the famous Gilgamesh myth. Subject matter included Astronomy, Divinatory, Epics (Gilgamesh, Anzu myth, the Epic of Creation, literary myths about Ashurbanipal himself), Historical, Medicine, Lexical (syllabaries and archaic word lists, grammatical texts) and Religion.

Libraries in Britain

Almost all of the material recovered from the library currently resides in the British Museum, mostly because the objects were found by two British archaeologists working at Nineveh, in

excavations funded by the Museum itself. The development of libraries here in Great Britain and in Ireland is believed to have begun over some 1500 years ago, playing an important role as a part of our social, intellectual and cultural history.

Public libraries began to appear in Britain in the mid-19th Century, in the aftermath of the Public Libraries Act of 1850. Chetham's Library in Manchester was founded in 1653 and is the oldest public library in Britain. Finally, The British Library came into existence in 1973, as a result of the British Library Act.

Public Libraries in India

India has a long history in the field of education and wisdom of the seekers. During ancient *Vedic* period before 1200 AD, the pupils used to stay at *Ashrama (house of Guru)* and use various manuscripts which used to be preserved for the use of expanding their wisdom in various disciplines. During the 6th century, Nalanda University records to have a huge public library with three buildings of nine story each.

During the medieval period of 1200 AD to 1750 AD, the Mughal king Babar started a public library in 1526. His son Humayun set up a library at Agra Fort that had a huge collection of manuscripts and calligraphies. Under his lineage, Akbar improved the management of library and started a library for women at Fatehpur Sikri. It was estimated that the library used 24,000 books at the time of his death.

During the British rule after the year 1750, a large number of universities opened and libraries were established in India. Today there are various public libraries at the state and the city level, which employ state-of-the-art technology for their management.

Public Libraries in the USA

During 1665, the public libraries started emerging in American colonies when many early colonists brought books from England. Reverend Thomas Bray established nearly 70 libraries in American colonies during 1695 to 1704.

Later, Sir Benjamin Franklin established the Library Company of Philadelphia. Books were made available for all those common people who subscribed for membership. The first

public library was started as Peterborough Town Library in 1833. In 1854, Boston Public Library was opened on the support of taxes paid by people. Later, the development of American Library picked up, which is a full-fledged library today.

Public Libraries in the UK

Public libraries started emerging in the UK during the 16th century. Today, there are more than 3,300 public libraries in the UK. Norwich City library was established in 1608. In 1653, Chetham's Library was founded at Manchester, which asserts to be the oldest public library in UK. The most noted and frequented public library named the British Library was established in 1753. Most of the libraries today are engaged in digitizing the printed knowledge to be accessed by the users from any corner of the world.

MADRAS PUBLIC LIBRARY ACT

Madras Public Libraries Act, 1948 The Madras Public Libraries Act is the first of its kind in the independent India. This act provided basis of the Public Libraries System in the erstwhile composite Madras State (before November 1956) and Tamil Nadu State: The salient features of the Act are delineated as under:

- 1) This Act facilitates the establishment of Public Libraries in the State.
- 2) Provision to constitute State Library Authority for the purpose of advising the Government on such matters relating to libraries as they may refer to it.
- 3) Provision to appoint a Director of Public Libraries. (From the year 1972 a separate department was created to that effect).
- 4) Constitution of Local Library Authorities, one for the City of Madras and one for each District. The District Library Officer is, the Ex-officio Secretary of the Local Library Authority.

5) Each Local Library Authority shall levy library cess in the form of surcharge on the property tax or house tax at a rate of 5 paise per rupee. The Government gives each local-Library Authority, except Madras, a matching grant to the amount of library cess collected.

6) The Connemara Public Library, Madras was treated as the State Central Library, Tamil Nadu.

7) Declaration that libraries are eligible for Government aid.

8) The Act amended Sec.9 of the Press and Registration of Books Act, 1867, Central Act, XXV of 1867 to the effect that every printer shall deliver five copies of each book to the State Government out of which four will be deposited in the State Central Library, Madras.

ROLE OF LIBRARY AND INFORMATION IN SUSTAINABLE SOCIO-ECONOMIC DEVELOPMENT:

Libraries and information centers play a critical role in supporting sustainable socio-economic development. Here are some ways in which libraries and information centers contribute to sustainable socio-economic development are given below:

Access to information: Libraries provide access to information, which is essential for sustainable socio-economic development. By making information available to everyone, libraries help to ensure that people can make informed decisions, improve their skills, and participate in the development of their communities.

Education and training: Libraries provide education and training opportunities that support sustainable socio-economic development. Libraries offer access to books, e-books, and online resources that support learning and skill development. Libraries also offer training programs and workshops that help people acquire new skills and knowledge.

Community development: Libraries play a vital role in community development. Libraries provide spaces where people can come together to learn, share ideas, and participate in

community events. Libraries also offer resources and services that support entrepreneurship, job creation, and economic growth.

Environmental sustainability: Libraries support environmental sustainability by providing access to information on environmental issues, climate change, and sustainable development. Libraries also promote environmental sustainability by offering resources and services that support green living, such as energy-efficient technology, composting, and recycling.

Preservation of cultural heritage: Libraries preserve and promote cultural heritage by collecting and archiving materials that document the history, culture, and traditions of communities. Libraries also provide access to these materials, ensuring that they remain a valuable resource for future generations.

Research and innovation: Libraries support research and innovation by providing access to scholarly literature, databases, and other research resources. Libraries also offer support services such as research consultations, reference services, and interlibrary loans that enable researchers to access the materials they need to conduct their work.

Digital literacy: Libraries play a crucial role in promoting digital literacy, which is increasingly important for sustainable socio-economic development. Libraries provide access to digital resources and offer training programs and workshops that help people acquire digital skills.

Access to healthcare information: Libraries provide access to healthcare information, which is critical for promoting public health and reducing healthcare disparities. Libraries offer resources and services that support health education, disease prevention, and healthy living.

Support for marginalized groups: Libraries provides support for marginalized groups, such as refugees, immigrants, and low-income communities. Libraries offer resources and services that promote social inclusion, such as language learning resources, job search assistance, and legal information.

Collaboration and partnerships: Libraries collaborate with other organizations and partners to promote sustainable socio-economic development. Libraries work with community organizations, schools, government agencies, and businesses to provide resources and services that support economic growth, education, and community development.

It is apparent that libraries and information centers play a critical role in promoting sustainable socio-economic development by providing access to information, supporting education and training, promoting community development, supporting environmental sustainability, preserving cultural heritage, supporting research and innovation, promoting digital literacy, providing access to healthcare information, supporting marginalized groups, and collaborating with other organizations and partners.

TYPE OF LIBRARIES

Libraries can be categorised into the following four types, i.e. Academic, Public, Special and National libraries.

Academic	Public	Special	National
School	State	Industrial	General
College	District	Trade	Agriculture
University	City	Business	Medicine
Professional Institution	Town	Arts	
Research Institution	Village	Music	
	Mobile	Blind	

PUBLIC LIBRARY

A public library is a social institution. It plays a significant role in the welfare of a society. There are a number of factors responsible for the evolution of public libraries. These are:

- Peoples' urge for knowledge
- Improvement of literacy level through self-education
- As an Information dissemination centre

- Need for life- long learning centre
- To be Community's intellectual centre
- As a Recreation centre
- Advancements in science and technology

UNESCO's Public Library Manifesto

UNESCO formulated a Public Library Manifesto for member countries in 1949 and revised it in 1972. Later, in 1994, it prepared the Public Library Manifesto in cooperation with the International Federation of Library Associations and Institutions (IFLA). This manifesto is widely accepted by all countries. It provides guidelines regarding objectives, activities and services of public library; its funding, legislation and networks; its operations and management and implementation of the Manifesto

The Objectives and Functions of Public Libraries

According to S. R. Ranganathan, the objectives and functions of a public library are as given below.

- i) Help the life-long self-education of one and all;
- ii) Furnish up-to-date facts and information on all subjects to one and all;
- iii) Distribute in an unbiased and balanced way all recorded information to the citizens to help them discharge their duties towards local, national and international affairs;
- iv) Convey new knowledge to the researchers as early as possible;
- v) Preserve the cultural heritage of the country
- vi) Provide facility for fruitful utilization of leisure time; and
- vii) Work for the continued social well being of citizens as the in-charge of all material.

The functions of the public libraries are, summarized below:

Most of the countries have legislation for public library system and they are set up considering the organizational structure and geographical distribution to reach all the people, i.e., in all states,

districts and villages. In order to attract users to the library and to sustain their interest in reading, the library organizes cultural activities such as lectures, discussions, film shows, musical concerts, plays and art exhibitions and story hours for children. It not only serves as a repository of books, but as a cultural centre also. A public library, therefore, plays a very important role in building well-informed, skilled and productive citizens.

Examples of Public Libraries

1. Delhi Public Library, Delhi.
2. Khuda Bakhsh Oriental Public Library, Patna.
3. Connemara Public Library, Chennai

ACADEMIC LIBRARY

The role of the library in any academic institution can be realized only in the context of the institution's philosophy of education. This is true of most of the libraries of the world's academic institutions. Education is a process of learning with an aim to develop the capabilities among the people. Academic libraries which comprise school, college and university libraries have normally four types of users based on the level of education they cater to. These are:

- a) Students
- b) Teachers
- c) Research scholars
- d) Administrative, professional and other staff of the institution

The objectives of an Academic Library are to:

- Serve the needs of the academic community;
- Collect and store all kinds of reading and reference material;
- Provide reading areas for users;
- Render lending service appropriate to students, teachers and researchers;
- Provide an active reference and information service

Academic libraries are grouped into three categories. These are:

1. School libraries

2. College libraries
3. University libraries

School Libraries

In India, schools are further divided into four groups according to the levels of education they cater to. Schools can therefore be primary, middle, secondary, and senior secondary.

Objectives of School Libraries

All types of schools have a library with the objectives to:

- Awaken and foster interest in reading books;
- Create love for books;
- Promote reading habits; and
- Inculcate communication skills through extracurricular activities like storytelling, viewing and discussions on audio/visual programmes workshops etc.

Functions of School Libraries

In order to attract students to the library and develop their interest and curiosity, a school library should: acquire a good stock of teaching - learning material for students and teachers; display books in classified order; provide functional physical facilities such as building, furniture and equipment; and there qualified committed staff

Schools at primary, secondary and senior secondary levels require similar consideration as mentioned above. The school library services include:

- Lending
- Reading
- Reference service, and
- Guidance and advisory services with the objective of inculcating interest of children for reading books and other reading material.

Examples of School Library

1. Delhi Public School Library, New Delhi

2. Kulachi Hansraj Model School Library, Delhi

College Library

The support of a library at the college level is essential to broaden the minds of the young students to meet new challenges. Compared to school education, college education is totally different for students. There are a large number of students in each class, and therefore, it is not possible for the teachers to give individual attention to each student. However, the students have to, depend on college library for their studies and develop a habit of self-learning. College libraries are further classified in four categories, viz.,

- (1) Junior colleges
- (2) Degree colleges
- (3) Postgraduate colleges, and
- (4) Professional colleges.

Objectives of a College Library

The chief objectives of a college library are to:

- give the enrolled students a wider and deeper understanding of the various
- disciplines; provide guidance to students for higher studies and self-learning
- ;• prepare the students for shouldering higher responsibilities inschools,
- government departments, civic organizations, commercial establishments, business and industrial companies, etc. ; train them to become more enlightened, knowledgeable and responsible citizens; and
- Prepare them for varied professions like law, medicine, engineering, technology, etc.

Functions of a College Library

- The basic functions of a college library are to: assist its parent body to carry out the requirements of its teachers and
- students regarding reading, study and research; provide physical facilities such as functional building, furniture, equipment, etc. ;
- provide latest editions and multiple copies of curriculum based textbooks

- and recommended books for their study; equip the library with a wide range of reference books;
- develop collection of latest books in different subjects and periodicals
- including their back volumes;
- procure multiple media material and computer-aided teaching – learning material;
- subscribe to important newspapers and other light material such as popular fiction, biographies, travelogues, art books, etc. for recreation purpose; and
- Preserve previous years' question papers to help the students.

College Library Services

College library staff provides the following services:

- Provide reading, lending and textbook services;
- Guide students in the use of manual or computer catalogue;
- Assist in locating books and reference books from the shelves;
- Train and instruct students to use library resources in an effective and efficient manner
- Provide information, reference and referral services to all library members;
- Display new books and lists of multiple media material;
- Procure adequate multiple media material and equipment to render them usable; and
- Reprographic service.

Library Committee

In every college, there is a library committee. The Principal happens to be the Chairman of the Library Committee in which the Librarian is the Member Secretary. A few senior faculty members and outside library experts are the other members of the library committee. The librarian has the executive responsibility for the day to day management whereas overall policy decisions for the development of the library are taken by the Committee members. The major sources of finance of a college library are grants from the UGC, State Government, fees and fines from the students.

Examples of College Libraries

1. Kirori Mal College Library, Delhi

2. Lakshmibai College Library, Delhi
3. Government College of Technology Library, Coimbatore.

University Library

A university library is established, administered and maintained to assist the university in five major functions such as - teaching and learning; research and generation of new knowledge; dissemination and publication of research results; conservation of knowledge and ideas; and extension programmes. The university libraries have to play a very challenging and difficult role to satisfy the demands of larger group of students, research and post-doctoral research scholars, members of the various academic and executive bodies of the management, administrative and professional staff of the university.

Objectives of a University Library

- provide intellectual and managerial leadership among the professionals in various fields of government, industry, health, engineering, law, medicine, defense, education, agriculture and inculcate in them a sense of social purpose;
- guide research workers in all areas mentioned above so that the results of research could be harnessed to improve the quality of life of the people; and
- conserve knowledge and ideas for posterity

Functions of a University Library

The major functions of the university library are to:

- develop collections of print and media resources in a wide variety of subjects for learning, teaching, research, publication, etc.;
- organize and store the acquired collection/knowledge for use by the readers;
- provide a variety of library, documentation and information services, both responsive and anticipatory; and
- encourage students, researchers and teachers in using the library for pleasure,
- Self-discovery, personal growth and sharpening of intellectual skill.

Services of a University Library

- Reading and lending service;
- Bibliographic instruction and library orientation;
- Assistance in the use of the library catalogue and locating documents;
- Reference and information services
- ;• Current Awareness Services (CAS);
- Selective Dissemination of Information (SDI);
- Bibliographic services;
- Inter-Library Loan (ILL) service;
- Reprographic services;
- Maintenance of News Paper Clippings;
- Maintenance of vertical files containing pamphlets, prospectuses, reports,
- and question papers of previous years' examinations; Reservation of documents;
- User education;
- Exhibition and special displays;
- Special lectures, demonstration of new software and services; and
- User oriented seminars, workshops.

University Library Committee

The university library is headed by a Chief Librarian. It is governed by the statutory laws of the university. The library system is subjected to scrutiny and evaluation by its academic and executive councils. A Library Advisory Committee is constituted and chaired by the Vice-Chancellor or his nominee with the librarian as its member secretary and convener. The committee comprises some senior members of the university faculty, library and information science experts and a few scholars

Examples of University Libraries

1. Delhi University Library
2. Jawaharlal Nehru University Library
3. Madras University Library

SPECIAL LIBRARY

Harrod's Librarians' Glossary of Terms defines that a, "Special library is a collection of books and other printed, graphic or recorded material dealing with a limited field of knowledge and provided by a learned society, research organization, industrial or commercial undertaking, government department or even an educational institution. It may also be a special branch of a public library serving certain interests or occupational groups such as a technical library or a special subject library, meeting the needs of all enquiries on that given subject such as music library

Objectives of a Special Library

A special library is an integral part of a parent institution and fully supports its programmes and activities. The main objectives of a special library are to develop current as well as retrospective collection in core subjects based on the projects and programmes of the parent organization. Their aim is to provide promptly the latest information about the significant developments in the field whenever requested by the users. It provides all types of academic, technical and documentary support to render appropriate services to the specialists.

Functions and Services of a Special Library

Performs exhaustive literature search to compile comprehensive lists

- ; Selects, procures, organizes, stores and retrieves current information
- required by the users; Analyses, synthesizes and evaluates available information;
- Provides state-of-the-art-reports, critical reviews, monographs, research reports, reprints,
- Provides indexes, abstracts and extracts;
- Prepares accession lists, bulletins, newsletters, summaries, handbooks or manuals; bibliographies; Issues documents including inter-library loan;
- Renders reference and referral services; and
- Provides Current Awareness Services (CAS), Selective Dissemination of Information (SDI), and
- Translation Services

Type of Special Libraries

There is varied type of special libraries. They are –

- Government Libraries - Parliament Library, New Delhi Central Secretariat Library, New Delhi
- Libraries of Societies and Institutions U.P. Historical Society, Lucknow World Poetry Society Intercontinental, Chennai
- Public Libraries – New York Public Library, New York - Science Division Delhi Public Library, New Delhi
- Academic Institutions Indian Institute of Technology at New Delhi, Bombay, Chennai, Kanpur, etc. School of Planning and Architecture, New Delhi Lal Bahadur Shastri Institute of Management, New Delhi.

Examples of Special Libraries

1. IIPM Library, New Delhi
2. National Institute of Immunology, New Delhi

NATIONAL LIBRARY

In most countries there is a national library maintained by national resources, usually entrusted with the responsibility of publishing a national bibliography. National libraries collect and preserve the nation's literature. Most national libraries receive, by legal right (or copyright, or deposit), one free copy of each book and periodical printed in the country.

Definition of a National Library

Harrod's Librarians' Glossary (1987) defines a National Library as a library maintained out of government funds and serves the nation as a whole. The books are mainly for reference. They usually receive material through legal deposit legislation. The function of such a library is to collect and preserve for posterity all the published records viz. books, periodicals, newspapers and other printed and multimedia material of the country's cultural heritage

Objectives and Functions of a National Library

- provide leadership among the nation's libraries;

- serve as a permanent depository for all publications issued in the country;
- acquire other types of material;
- provide bibliographical services;
- serve as a coordinating centre for co-operative activities; and
- Provide service to the government.

Examples of National Libraries

There are comprehensive National Libraries of the countries performing all activities and functions. They are:

1. The National Library of India, India <http://www.nationallibrary.gov.in/>
2. The Library of Congress (LC), USA <http://www.loc.gov/index.html>
3. The British Library, UK <http://www.bl.uk/>

SECTIONS IN A LIBRARY

A library performs a number of specialized activities. Based on each specialization, the library work is divided into various sections. Let us know about the functions of the sections in a library.

Library jobs performed in various sections

Acquisition Section

Every library has to build up a collection of information sources (knowledge containers). These may be in print or non-print or electronic formats. Functions of Acquisition Section include selection, ordering, receiving supplies, making record entries in the stock register (Accessioning) and processing the bills for payment.

Acquisition of library material has three main check-controls, namely, (1) Availability of library fund, (2) use of reading material, and (3) need of library users.

Technical Processing Section

The newly acquired books are prepared for library use. For this purpose, these are classified, catalogued, entries filed in library catalogue and books shelved on display racks or in the stacks. As a visitor to library, you may not be familiar of such functions in a library, because these are performed behind the scene

Circulation Section

This Section deals with membership work, issue and return work and work related to users' requirements. Generally, a specially designed circulation counter is used for doing circulation work. You are very much familiar with this section, as you use the services of circulation section frequently for borrowing and returning of the books. Fig. 15.3 shows the circulation counter of a library.

Reference Section

Reference Section collects and organizes a number of reference books. Reference book is one which is not read like text book from beginning to end. You refer to a reference book to know the answer of your specific query. This may pertain to a word, term, person, place, concept or subject. You need to consult a dictionary, thesaurus, directory, year book, encyclopedia, or such other type. The reference librarian is expected to provide right information to the right person at the right time

Periodicals Section

Periodicals Section collects and organizes a number of periodical publications (such as, a journal, magazine, newspaper). A book is one-time publication, published once whether in its first edition or revised and subsequent editions. Whereas, a periodical publication (serial publication) is published in continuity and with predefined periodicity (such as, daily, weekly, fortnightly, and monthly, etc.). A library first receives the current issues of the volume of a periodical publication. Later on, the completed volumes may be got bound and shelved in the Periodicals Section. The current issues are displayed in specially designed Periodical Racks

Maintenance Section

Maintenance work is the backbone of any object, structure, organization, institution and so much so, in a library also. You already know that after buying books or stationery or computer, you have to take special care of your possessions for their proper and prolonged use. In a library, Maintenance Section is responsible for jobs such as organization of collection, shelving and re-shelving, dusting and cleaning, mending and binding, weeding and stock verification. Much of the work done in Maintenance Section is behind the scenes which helps to keep the collection live and presentable for maximum use. These activities are described in brief as follows:

Organization of Collection: A library takes into consideration the nature of material and its use, and accordingly it organizes its collection, such as, Main (General) Collection, Periodicals Collection, Reference Collection, Non-Print Material, including electronic material, etc. Books

in all such collections, besides the Main Collection, are allotted a symbol for the type of collection, which is put at the top of the call number of the item.

Shelving and Re-shelving:

All the items as reading material are arranged on shelves in a helpful order. The items used by users are to be re-stored (reserved) in their proper position on the shelf.

Dusting and Cleaning:

Dust and dirt, which accumulates on the items on shelves, are to be removed regularly at periodical gaps. Dust-free and well maintained library material not only attracts the users, but also enhances its use.

Mending and Binding:

At times, the items in the collection suffer minor or major damages. These are to be repaired. Mending is done for minor damages and binding is done for major damages to the documents. With the help of mending and binding the damaged items get renewed life.

Weeding:

Weeding is required for all such items which can no longer be put to use due to damage beyond repair or have become outdated.

Stock Verification:

When the library collection is put to maximum use, particularly in open access, some items are lost. These lost items create a great amount of problems for the users and the staff. An item lost shows its presence in the library catalogue and other records, but is not found on shelves. To identify the lost items, stock verification of library materials required. Stock verification helps in finding out 'what is' as against 'what it was' in the library collections. After such findings, the library records are to be updated in view of the records of lost items. This helps smooth flow of library use and library services.

Administration & Finance Section

The purpose of the Administration Section is to promote those activities which relate to library administration and management issues in general. The section is intended to serve the needs of library staff especially those who supervise other staff. It helps manage operations of other sections of the library. In large libraries, the administration and finance section are two different sections. But in small and medium sized libraries, these are handled within one section. The Administration and Finance Section maintains the record of policy decisions, rules and

regulations, guidelines and norms for working. This section maintains the records of office files, diary and dispatch, library budget proposals, budgetary allocations, accounts of library expenditure, stock registers, and such other purposeful records. It helps in taking care of library building, furniture, equipments, water and electricity fittings, and such sundry matters

Important Observation

It may be kept in mind that in a big library (university library, research library, and state central library) functioning of all such sections, as described above, are visible. A big library may have some additional sections (e.g., children section, audio-visual section, computer section, etc.) as per some specialized library work or services. But, in a small library (school library, small public library) such sections are not visible, though these functions are performed by a librarian single-handedly.

FIVE LAWS OF LIBRARY SCIENCE

The Five laws of library science is a theory proposed by S. R. Ranganathan in 1931, detailing the principles of operating a library system. Five laws of library science are called the set of norms, percepts, and guides to good practice in librarianship. Many librarians worldwide accept them as the foundations of their philosophy. Dr. S.R. Ranganathan conceived the Five Laws of Library Science in 1924. The statements embodying these laws were formulated in 1928. These laws were first published in Ranganathan's classic book entitled Five Laws of Library Science in 1931.

These laws are:

- 1. Books are for use.**
- 2. Every reader his / her book.**
- 3. Every book its reader.**
- 4. Save the time of the reader.**
- 5. The library is a growing organism.**

These laws of Library Science are the "fundamental laws" of Library Science. These are applicable to any problem in the areas of library science, library service, and library practice. These laws are like pot containing oceans. Prior to their enunciation, the subject of Library

Science had no philosophy. These laws gave a philosophical base, guaranteeing an everlasting future to the subject of library science, the profession of librarianship, and the use of libraries. These laws have provided a scientific approach to the subject of library science.

First Law: Books Are For Use

A book is a guide, a friend, and a philosopher. A writer writes a book to communicate his thoughts. The primary purpose of writing, therefore, is that the thought it contains should be communicated. To do so it is necessary to put the books for use. The first law, therefore, truly demands that all efforts should be made to ensure that all the books kept in the library are used because it is created for use. The first law "Books are for use" places emphasis on the use of books rather than storage. Books were once kept in closed access in order to prevent theft, but this discouraged free use and prevented loaning. The first law of library science "books are for use" means that books in libraries are not meant to be shut away from its users.

Implications of First Law

1. Open Access
2. Location
3. Library Hours
4. Library Building and Furniture
5. Book Selection Policy
6. Library Techniques
7. Publicity
8. Library Staff
9. Reference Service

- **Open Access** - Open access of books enhance their use. In this system, every reader is allowed to go to the shelves and choose the book of his interest. In case he does not find the desired book of his interest, he can choose some other from the shelves.

- **Location** - A library should be situated near the central place. If it is an institutional library, then it should be situated near the center of the institutional complex. If it is a public library then it should be in the center of the city.
- **Library Hours** - The first law demands that a library should be kept open for long hours, and during the hours which suits to its patrons most.
- **Library Building and Furniture** - There should be a functional library building with pleasant, natural, and electrical light, soothing interior, good looking furniture, comfortable chairs, etc.
- **Book Selection Policy** - Books should be purchased which are relevant to the needs of the readers. Books should be attractive such as it fills the reader with pleasure.
- **Library Techniques** - Proper cataloging and classification of books are essential for promoting the use of books.
- **Publicity** - The First Law demands wide publicity of each and every book of the library. For example, the librarian can bring out the list of new additions and latest arrivals through the Current Awareness Service (CAS) or Selective Dissemination of Information Services (SDI).
- **Library Staff** - A library cannot come up to the expectation of the first law unless its staff is attentive and cheerful, and cares for the books and readers. Readers should be looked upon as customers. Some readers are shy and are not informed about the complex library techniques. The library staff should help such users to find their desired book. It will not only satisfy readers but also enhance library's use.
- **Reference Service** - Reference service aims to establish the right contact between the right reader and right book at the right time. A collection of library resources would not be used fully unless the reference librarian makes effort to help the users to exploit the resources of the library. This personal service will lead to the greater use of books.

Second Law: Every Reader his/her Book

The second law of library science is "Every Reader His / Her Book". This law implies that the "books are for use of all" or "books for all." The Second Law stressed on the democratization of the library where every reader has the equal right to get the book of his / her interest. The second law fixed some responsibilities or obligations of the state, the library authority, the library staff, and the readers. A library should serve all patrons, no matter their age, race, or economic status

Implications of Second Law

1. Obligations of the State
2. Obligation of the Library Authority
3. Obligation of Library Staff
4. Obligation of the Reader

- **Obligations of the State** - When we say "Every Reader His / Her Book" or "Books for All", the state or government automatically comes in picture. The state has a certain obligation to its citizens and one of these is to provide equal opportunity to read. Ranganathan has discussed obligations of the state under three head. (i) Finance--providing finance by giving grants and by levying library cess (Ranganathan's choice), (ii) Legislation--enacting library legislation, and (iii) Coordination--of activities to ensure "Books for All"
- **Obligations of the Library Authority** - The second law has something to say to library authorities in respect to the selection of books and staff. A library has limited finance. It is therefore desirable to know the requirements of the readers before selecting the books. Similarly, library authority should select staff for their library with professional competence and missionary zeal.
- **Obligations of Library Staff** - Library staff should be cooperative and service minded. Library staff should form a bridge between readers and books, only then every reader will have his/her book. When a reader enters a library, the library staff should approach him with a helping hand. Second Law strongly advocates user education program in libraries.
- **Obligations of the Reader** - The Second Law expects the readers also to discharge some responsibilities. Readers should be disciplined and follow rules and regulations. Readers should restrain from cutting pages from books, keeping books beyond the due date, etc. All such acts amount to keeping other readers away from their books.

Third Law: Every book Its reader

The Third Law prescribes Every Book its Reader. The emphasis is on the book. This law desires that every book in a library must find its reader. It implies that there should be maximum use of books by their users.

Implications of Third Law

1. Open Access
2. Book Selection
3. Shelf Arrangement
4. Easy Accessibility
5. Cataloging
6. Reference Service
7. Publicity
8. Extension Service

- **Open Access** - It is one of the most effective ways to ensure that the maximum number of books are seen by the readers. It also happens sometimes that the reader to the shelves in search of a book and in the process of search select many more books.
- **Book Selection** - Give full weight age to the tastes and requirements of the clientele of the library. Difficulties of the Third Law can be minimized by adopting a well-balanced book selection policy. If the right books are selected it will definitely find its readers
- **Shelf Arrangement** - If the books are arranged so that the subjects get arranged according to the degree of mutual relationship, then each book would have a higher probability of getting its readers.
- **Easy Accessibility** - Books should be placed within easy reach of the readers. It has been observed that the books within the comfortable reach of the readers are most frequently used. For easy accessibility, shelves should not be higher than 6.5 ft.
- **Cataloging** - Proper cataloging of books is very important as even though there may be well planned and arranged books on the shelves but they are incapable merely by itself. Series entry and cross-reference entries are highly useful in drawing the attention of the readers. Analytical entries increase the chance of a composite book getting its reader.
- **Reference Service** - A reference librarian should know about the world of books and try to find out a reader for every one of these. The reference librarian should act as a canvassing agent for each book.

- **Publicity** - Publicity is a very powerful weapon to attract readers to the library and thereby to increase the chances of every book to find its reader. For example, the arrival of new books may be brought to the notice of the readers by displaying them, near the entrance of the library, or by communicating the readers through an e-newsletter or broadcasting information about them through the Twitter handle of the library.
- **Extension Service** - The library attract readers by converting itself into a cultural and social center. A library does this by organizing exhibitions, musical concerts, a magic show, celebration of local and national festivals, etc. Once the people come to these functions, then the library can make an attempt to bring books and readers together.

Fourth Law: Save the time of the reader

The Fourth Law says "Save the Time of the Reader." A library user must be assumed a busy person. It is essential to keep the reader satisfied and a reader is satisfied most if his/her time is saved, i.e., if he gets the needed service in minimum possible time

Implications of Fourth Law

1. Open Access
2. Location
3. Shelf Arrangement, Classification, and Cataloging
4. Stack-Room Guides
5. Issue and Return
6. Reference Service
7. Documentation Service
8. Library Staff

- **Open Access** - In a closed access of books time is wasted unnecessarily. In open access, the time of the readers is saved. If open access is not there then the reader has to make the choice of the books through the searching of the library catalog. Then the reader requests the library staff the book which he has searched in the catalog. The staff searches the required book and if

the staff is not able to trace the book, then the reader again needs to search the catalog. These problems can be avoided if open access is provided where the readers can themselves go to the shelves to search their book.

- **Location** - The location of the library is of great importance. It must be centrally located so that it is conveniently accessible to the community served. For an institutional library, it should be in the center of the institution, for a public library it should be in the center of the city. Centrally located library saves the times of the users in visiting it.
- **Shelf Arrangement, Classification, and Cataloging** - Proper classification schemes should be used in the library. Books should be arranged on shelves according to the classification number. Regular shelf rectification is also essential. In order to save the time of the readers, the library catalog should aim to provide different approaches to the users. It should include analytical entries for composite books.
- **Stack-Room Guides** - To save the time of the reader, the library should provide an efficient system of stack room guides. It may be quite useful to keep it at the entrance of the stack room, the whole plan of the room indicating the position of the book racks and classes of books in them.
- **Issue and Return** - Most readers want to read the book at home. For this, the library has to issue the books to the readers. Time-saving techniques for circulation to books should be used so that the user has not to spend more time in getting the book issued (or returned).
- **Reference Service** - The reference staff establishes a contact between the book and the reader by providing Reference Service and Long Range Reference Services, thereby saving the time of the reader.
- **Documentation Service** - A substantial time of readers is wasted in the literature search. The library should, therefore, undertake comprehensive or selective, as needed be, documentation services including SDI service to save the time of the reader.
- **Library Staff** - Library staff should be cooperative. They should help the readers to find their document keeping in mind the message of the Fourth Law, i.e., to Save the Time of the Reader.

Fifth Law: The Library is a growing organism

The Fifth Law is "The Library is a Growing Organism." A library is a social institution and it will keep growing like an organism. A library will grow in terms of documents, readers, and staff. The nature of organic growth can be either growth as a body of a child or growth as of the body of an adult. The growth of a new library will correspond to that of a child growing in all aspects. In case of a service library, once its growth has reached the adult stage, the growth would be in terms of replacing old books by new books and new users will continuously replace old users

Implications of the Fifth Law

1. Balanced Growth
2. Casting off the Old (Obsolete) and Preserving Valuable Books
3. Choice of a Classification Scheme
4. Choice of a Catalog Code
5. Modernization
6. Staff
7. Library Building - Provision for Future
8. Safeguards

- **Balanced Growth** - The collection should grow in all the areas of subjects keeping in view the needs and requirements of all the readers, as far as possible.
- **Casting Off the Old (Obsolete) and Preserving Valuable Books** - Weed out old, obsolete, and unused books in order to provide space for new additions. However, librarians should take necessary steps to preserve valuable materials.
- **Choice of a Classification Scheme** - We should use a scheme of classification, which is able to meet the onslaught of knowledge reasonably well.
- **Choice of a Catalog Code** - We should use a catalog code which is able to provide treatment to all kinds of library materials yet acquired as well as new materials likely to be acquired in future.

- **Modernization** - Libraries may have to think of computerization of the various housekeeping jobs like the acquisition, circulation, cataloging, etc.
- **Staff** - When a library grows, the sanctioned staff at some stage become inadequate. So at that time an increase of staff should be considered. Any standard for staffing should be accepted by the libraries, then the library would be able to get the requisite staff.
- **Library Building -- Provision for Future** - While planning and designing a library building, there should be a provision for the expansion of the building, both horizontally as well as vertically. The library should provide adequate space for the present as well as the future.
- **Safeguards** - As the number of readers increase, the problem of theft of books from the library becomes acute, especially in the open access system. So, it necessitates some safeguards, such as entrance and exit should be from one gate, windows should be grilled, and all readers should be checked before leaving.

Librarianship as a profession; Professional Ethics of Librarianship; Skills and competencies required for LIS professionals

PROFESSIONAL ETHICS

Professional ethics is considered as an expression of the ethos (i.e character, spirit, culture, practice) of an occupation. In other words, it should reflect or be based upon, all the basic values associated with the occupation. It should reveal what the occupation is, what the practitioners think of themselves and of their place in society. It should indicate what is distinctive about the group. The quality of service offered by them should be of a class that makes them distinguished

Ethics of Librarianship:

- 1. Duty to Readers**
- 2. Duty of the Books**
- 3. Duty to the Profession**
- 4. Duty to the Staff**
- 5. Duty to Himself**

CHARACTERISTICS OF A PROFESSION

- 1) A systematic theory which delineates and supports the skills that characterise the profession;

- 2) A level of authority which comes from extensive education in the systematic theory;
- 3) Community sanction and approval of this authority as expressed in conferring on the profession of such powers as accreditation, formulation of standards of performance, and establishment of rules for admission into the profession;
- 4) A code of ethics which regulates relations of professional persons with clients and colleagues;
- 5) A professional culture sustained by formal associations, consisting of values, norms, and symbols and having at its center the career concept; and
- 6) A service orientation.

According to Martin a profession must have the following attributes:

- 1) A body of specialised complex knowledge;
- 2) Practice based on knowledge that must be of vital importance to the client and the society;
- 3) The practitioner must enjoy the respect of the community due to her/his competence;
- 4) The profession must be organised (professional association);
5. It must have a formal code of ethics which should be enforceable;
- 6) There should be evidence of formal training or education in the body of knowledge identified with the profession;
- 7) The organised association or other recognised body must have the right to test that knowledge and its application;
- 8) The interest of the client and the public must be placed above the immediate interests of the practitioner;

According to Ganesh Bhattacharya, the term profession is used to denote a calling with the following attributes:

- It requires specialised knowledge and often long and intensive preparation including learning of skills and methods as well as the scientific, historical or scholarly principles underlying such skills and methods;
- It maintains by force of organisation or concerted opinion high standards or achievement and conduct; and
- A profession commits its members to continued study and to a kind of work which has for its prime purpose the rendering of public service

A profession displays its self-consciousness in the following ways:

- Dissatisfaction with available training and education for the profession;
- Attempt to standardize practice and introduce theoretical analysis of work;
- Concern with low standards, bad workmanship, and indifferent handling of clientele;
- Attempt to establish co-ordination and co-operation among practitioners;
- Protest about lack of recognition for the occupation; and • Belief in the emergence of a new and different discipline with wide application.

Chopra listed the following as essential characteristics of a profession:

- 1) Specialised knowledge (learning) and skill (practice);
- 2) Research and continuous in-service updating of specialised knowledge;
- 3) Intellectual activity;
- 4) Social necessity;
- 5) Service to the society rather than personal gains;
- 6) Recognition by public and status in the society;
- 7) Standardised terminology;
- 8) Closely knit professional organisation having an altruistic philosophy;
- 9) Stability of the profession through permanent membership (life career);
- 10) Code of ethics for the practitioners;
- 11) Autonomy of the profession; and
- 12) Authority for the practitioners.

Transformation of the LIS profession

- Custodian
- Librarian
- Documentation Officer
- Information Officer/Scientist
- Digital Librarian

Categories of LIS professionals

- Library Administrator
- Classifier
- Cataloguer

- Classificationist
- Indexer
- Reference Librarian
- Library and Information Science Teacher
- Thesaurus Designer
- Bibliographer
- Librametrician
- Bibliometrician
- Content Developer

LIBRARY MANAGEMENT

Introduction

The word Library has been derived from the Latin word "Libraria" which means a place where books and other reading materials are stored. According to the Oxford English Dictionary "Library is a building, room or set of rooms, containing a collection of books for the use for the public or of some particular portion of it, or of the members of some society, or the like; a public institution or establishment, charged with the care of a collection of books, and the duty of rendering the books accessible to those who required to use them". This unit will introduce you to the concepts of Administration of library and management. It will give you a clear understanding of the administrative functions, principles of management, management theories, and library authority and library committee.

Definition of library

A Library is defined as a place in which books, manuscripts, musical scores, or other literary and artistic material are kept, for use but not for sale" and as an institution for the custody or administration of such a collection.

Library administration means managing the performance of the operations and other activities of a library and then finally making important decisions. Administration can be defined as the

act or process of administering, especially the management of a government or large institution in order to achieve the goals and objectives.

Role of Library

The development of Information and Communication Technology play role as every day library activities of the world. The library changes the role of users of the library and society. The society has followed in many ways and using the libraries. The use of internet as an import role as a development of the society.

Types of Library

Libraries may be broadly categorized into the following based on the nature of the library users, the kind of Library material and the services provided:

- i) Public Libraries,
- ii) Academic Libraries
- iii) Special Libraries
- iv) National Libraries

Public Library

A public library is a library which is generally established or sponsored or aided by the Government of a country either based on legislation or administrative rules and which remains accessible to all sections of the public. Governments, Local Bodies, Societies, Trusts and Institutions may organize such libraries. The Public Libraries may be free libraries or subscription libraries

Academic Library

An academic library, on the other hand, is a library which is attached to an academic institution university, college or school. It caters to the needs of different groups of academic community students, teachers and research workers. It is an integral part of an academic institution, and it contributes to the attainment of the objectives for which the institution has been established.

There are different grades of academic institutions. There are universities, deemed universities and other institutions of higher education. Similarly, there are intermediate colleges and degree colleges. We have primary schools, secondary schools and higher secondary schools. Each standard academic institution has to maintain a library.

Special libraries

According to UNESCO, libraries attached to various bodies such as Parliament, Government Departments, Scientific or other research institutions, learned society, professional association, museum, industrial association, chamber of commerce and so on which are primarily designed to serve a limited number of experts, scientists or research workers and which are not coming within any other categories of libraries are to be regarded as special libraries. The special libraries are so called because of their specialized nature of stock, services and clientele.

National Library

A National Library is known by the functions it performs. It may be a single library like Library of Congress in U. S. A. or a library complex like the British Library, U. K.. The essential functions of a National Library are -to acquire and conserve copies of all significant publications published in the country and to collect and hold a large and representative collection of foreign literature including books about the country. It also serves as a permanent depository of all publications issued in the country and publishes the national bibliography. It also serves as the leading reference library of the country.

New-Age Libraries

Digital Library

It is very precisely the library that contains all knowledge resources stored in digital format. For example, a library of pdf. Or e- Pub. Format books and magazines, music collection of type MP3/MP4, or documentary archives collection of files. This library is also equipped with the tools to retrieve desired digital information from the vast pool. For example, the most well-known digital libraries today are YouTube, iTunes for Apple, Google Play that provide a large collection of video information that user can download from

E- Library

An e-library maintains a collection of various knowledge resources stored in analog format (such as tapes or cassettes or gramophone disks) as well as digital format such as CDs, DVDs, or Hard Disks. This term is less preferred in the domain of today's libraries, as the format of storing and retrieving information is prominently turning into only digital.

Virtual Library

A virtual library is a collection of knowledge resources available on one or more computers. In such a library, the entire collection is stored at a location and an entry point to the collections is provided from every computer connected to it. The users are not aware of the physical location of the knowledge resources but they can access it.

Five Laws of Library Science:

In 1931, Dr. S. R. Ranganathan, an Indian librarian proposed five laws of Library Science. They are as follows:

1. Books are for use: The books should be used for knowledge enhancement and wisdom more than just preserving them.
2. Every reader his/her book: Every subscriber of the public library should be able to get the knowledge element of his/her interest.
3. Every book its reader: Each knowledge element in the public library has its corresponding reader.
4. Save time of the reader: The time required for accessing, preserving, organizing, and circulating the knowledge element shall be minimum.
5. The library is a growing organism: This law suggests that the library has to keep on increasing with respect to its physical space, knowledge element, and readership.

Functions of Library

1. Provision and maintain of text and reference books

2. Provision of daily news papers in the college
3. Provision of photocopy, printing, scanning and binding facilities
4. Web browsing/searching facilities through digital lab and Wi-Fi internet facility within library
5. Provision of research journals and general knowledge magazines
6. Provision of design codes and manuals for exams.

Definition of Library Management

Library management is a sub-discipline of institutional management that focuses on specific issues faced by libraries and library management professionals. Library management encompasses normal management tasks as well as intellectual freedom, anti-censorship, and fundraising tasks. Issues faced in library management frequently overlap those faced in management of non-profit organizations.

A library management system enhances the efficiency of both the librarians and the library users. It also enables librarians to easily catalog books and keep proper records of books issued, reissued, and those not returned.

Scope of Library Management

Library management solutions assist in managing a massive amount of data that is being generated from libraries. Library management solutions also help in automating various library functions such as paying bills, tracking items and orders, and tracking borrowed books, among others.

Levels of Management

Management can be divided in three types:

- *Top Management
- *Middle Management
- *Lower Management

Top Level of Management

Top management consists of owner, board of directors, chief executive officer, managing director and general manager. These people are not engaged in the day to day operational activities of the organization. Their activities consist of:

1. Determining the objectives and goals of the enterprises
2. Framing policies and plans to achieve the goals
3. assembling the resources like money men material
4. Exercising effective control
5. Providing overall leadership

Middle Level of Management

Middle management consists of senior middle management or functional heads like production manager, finance manager, marketing manager and junior middle management like branch heads divisional heads. This level of the management is basically acts as link between top and low level management. Their major activities are:

1. Implementing the policies and plan laid down by the top management
2. Preparation of organizational setup in their departments. Selecting suitable operative and supervisory personnel .Assigning duties and responsibilities to lower management
3. Maintaining Coordination between departments
4. Collecting reports and information on performance
Reporting to top management

Lower Level of Management

It consists of supervisors, superintendents and foreman. They are direct in touch with technical work and workers. Actual execution of plans and polices took place at this level. Their activities include:

- *Planning of day to day work
- *Give orders to execute the work

- *they arrange material and equipment for workers
- *Provide job training to workers
- *Maintain proper discipline in section and good relation among the workers
- *Communicate the problems of workers to higher level

Principals of Library Management

General Principles of Management in Libraries and Information Centers general principles of management in libraries and information centers in the Unit 1 of this Block. Here, we are emphasizing their use in libraries. These principles of management when applied to libraries can enhance routine efficiency of the library.

Henri Fayol's Principle of Management

Following are the fourteen principles of management developed by the Henri Fayol

Division of Work

This principle implies that work will be divided according to specialization. In small libraries usually there is no division of work as it is one man show because they are managed by one person. But, in large libraries division of work can be done by type of service or by type of material. Generally, the work in libraries is broadly divided into three types: technical, user and administrative work.

Authority and Responsibility

Authority and responsibility must go together. In library the ultimate responsibility is with the librarian. The librarian delegates authority to the subordinates (the next level managers) according to their ability, specialization and the demands of the job/ work.

Discipline

This principle tells about the dos and don'ts in the organization. This is the principle for creating 'organization culture'. The principle helps in dissolving the disputes with justice and enforcing the penalties without prejudice. It is the duty of the librarian to maintain discipline among the staff in the library

Unity of Command

“One boss” is the motto of this principle. Order from one senior does not create confusion among the staff. For example, if a librarian wants to communicate to a library assistant, s/he in normal condition has to communicate through the assistant librarian in charge of that section.

Unity of Direction

The message of this principle is “one plan one direction”. Coordination can be achieved through proper direction. All employees should be directed in achieving one goal. Unity of direction also eliminates duplication of work.

Subordination of Individual Interest to General Interest

This principle says give priority to organizational interest as against individual interest. Growth and development of the library and users satisfaction should be the main concern for everyone in the library

Centralization

Libraries generally follow this principle as there is centralization of authority. But, as far as large libraries are concerned, decentralization is also appropriate for their smooth functioning. For example, the works like document selection should be decentralized but ordering must be centralized to avoid unnecessary duplication in acquisition.

Centralization and Decentralization

There should be one central point in the organization which exercises overall direction and control of all the parts. But the degree of centralization of authority should vary according to the needs of situation. According to Fayol, there should be centralization in small units and proper decentralization in big organization. Further, Fayol does not favour centralization or decentralization of authorities but suggests that these should be proper and effective adjustment between centralization and decentralization in order to achieve maximum objectives of the business. The choice between centralization and decentralization is made after taking into consideration the nature of work and the efficiency, experience and decision-making capacity of the executives.

Scalar Chain

The scalar chain is a chain of supervisors from the highest to the lowest rank. It should be short-circuited. An employee should feel the necessity to contact his superior through the scalar chain. The authority and responsibility is communicated through this scalar chain. The flow of information between management and workers is a must. Business opportunities must be immediately avoided of. So we must make direct contact with the concerned employee. Business problems need immediate solution, so we cannot always depend on the established scalar chain. It requires that direct contact should be established.

Order

This principle says that relation between different units of the organization is very essential. This principle is very useful for libraries as their work is not only inter-related but also inter-dependent. For example, the location of different sections of a library should be decided according to their interdependence.

Equity

This principle says treating everyone equally and fairly. There should be justice in dealing with employees. For this purpose rules should be followed while deciding wages, there should be clearly defined promotion policy, etc.

Spirit of Co-operation (Spirit de crops)

In order to achieve the best possible results, individual and group effort is to be effectively integrated and coordinated. Production is a team work for which the whole-hearted support and co-operation of the members at all levels is required. Everyone should sacrifice his personal interest and contribute his best energies to achieve the best results Functions involved in Library Management

POSDCORB

The functions or seven elements of management are also applied in libraries in the following ways:

Planning

Planning is crucial for any organization. In libraries planning are of the following type: Financial planning, Space planning – library building, Manpower planning - library staff, Resources planning – library collection and need assessment of users. Finance and manpower planning have direct implications on the efficient and effective management of information resources and services. As explained in Unit 1, though planning is an all-pervasive prime activity, the chief librarian has more planning responsibilities than her/his immediate subordinate, say deputy librarian and deputy librarian more than her/his subordinate assistant librarian.

Organizing

Organising is the process of building structural framework of the organisation. “By the term library organisation we mean a system, by which departments and units of the library are controlled and coordinated, resulting in an administrative structure which includes fixed boundaries”(Khanna, 1997). Determining the structure of library is the responsibility of the top management. The structure of the library depends on its type. For example, line organisation may be a success for a small library and for large libraries functional structure is the best. This function of organisation should not be confused with another function of libraries, namely, organisation of information resources for their optimum utilization by users.

Staffing

It is manpower planning which is related with recruiting competent staff, training of library staff and maintaining favourable condition of work for them in the library. For staff recruitment, there are norms that are to be followed by libraries.

Directing

This is the main function of a manager. It includes all guiding, leading, motivating, etc functions. For this purpose the library policies have to be established. As per the policies and goals, employees are directed towards the attainment of library goal

Coordinating

It is the integration of all activities of an organization. It brings harmony in the organization. Coordinating function, inter-relates different divisions and works of the library for efficient working.

Reporting

Reporting is a means for chief librarian to inform the authorities about the progress and performance of the library. In public libraries it is a means of informing public about the functioning of the library.

Budgeting

A budget is an estimate of revenue and expenditure for the coming year. Estimates of possible income and expenditure of future year/years are reckoned and proper means for providing the requisite amounts are tapped

The dual purposes of a budget are to limit expenditures to income and to assure wisely planned spending. In other words, a proper plan is prepared in advance and many factors, which are likely to affect the economy in future are taken into consideration and need for preparing a budget is quite evident from the fact that a household which plans can prosecute its future undertakings to when a proper plan is prepared, the available resources are put to best use, otherwise all the money is frittered away without any good result. Planning is essential because the economic resources are scarce and limited. A proper choice of priorities is to be made if maximum utility is sought. Librarians should also prepare their budgets so that essential services are provided to the users.

Budget is, no doubt, a different document from that of the annual Financial Report or Statement. The latter is a medium to know as to what was achieved and what was not achieved during the previous year.

Line Item or Incremental or Historical or Object-of-Expenditure Type Budgeting:

Probably the most common type of budget is the one that divides items of expenditure, line-by-line, into broad categories such as books and journals, salaries and allowances, equipment, supplies, capital expenditure, contingencies, etc. with further subdivisions for each of these broad

categories. This is the usual traditional method which, by taking into account past expenditure on each item, prepares the current budget, hence called historical budgeting. The budget is prepared with a small increase of say 5 or 10 per cent for each major item of expenditure of the previous year's allocation, assuming that all current programmes are as good and necessary.

Formula Budgeting:

Based on financial norms and standards this method tries to relate some inputs like users served, academic programmes supported and ratio of book stock to total funds of parent body. The formulae are used for financial estimation as well as budget justification. This appears to be a broad and quick method and hence saves a lot of time. But it does not account for finer variations in respect of each library and its customers and services.

Programme Budgeting:

This method propounded originally in the Hoover Commission Report (1949) has three steps.

They are:

- (i) Statement of agency (i.e., library) objectives,
- (ii) Full consideration of alternative ways and (iii) logical selection of the best based on effectiveness and efficiency. Extended from the line-item method, this method tries to answer the questions for "what purpose the money is being spent?" and "how have the resources to be deployed for each programme?" and more suitable for a contracting economy. Accordingly, the financial plan is presented as programmes and subprograms built upon work units or workloads. Work units are assumed to be measurable and the work unit costs are the building blocks of the programme budget.

Performance Budgeting:

This budgeting method is similar to programme budgeting but the emphasis shifts from programmes to performance. The expenditure is based on the performance of activities and the stress is laid upon operational efficiency. This method requires careful accumulation of quantitative data on all the activities over a period of time. Management techniques such as cost-

benefit analysis are used to measure the performance and establish norms. For example, data on the number of books acquired, classified and catalogued, actual man-hours for doing the entire processing work, etc. are collected to determine the manpower and materials needed to perform the tasks.

Planning Programming Budgeting System (PPBS):

This method of budgeting has two key elements of PPBS are budgeting and systems analysis. As an extension of programme budgeting, PPBS involves systems analysis, and/or other cost-effectiveness processes to provide a more systematic and comprehensive comparison of costs and benefits of alternative approaches to a policy goal or programme objective. This establishes a rational basis to enable the decision-maker to choose between alternative programmes.

Selection and Acquisition

Document Selection and Acquisition

The library also acquires information sources for preservation of intellectual heritage, depending upon its scope. The scope of the library may be local, regional, national, and global. For example, the National Library of India, situated in Kolkata has the responsibility of preserving the intellectual heritage and relevant information sources of the whole country, while a library of Kangra region of Himachal Pradesh may preserve the information sources relevant to that region only.

1Need and Purpose of Acquisition

The information boom has led to a tremendous increase in the volume and variety of the information material published across the world. It is, thus, impossible for an individual library to acquire all the desired available material. These publications range from general books, textbooks, reference books, maps, atlases, globe, digital and multimedia based materials, etc. Therefore, acquisition of library material needs to be planned in a proper manner. A planned acquisition system is necessary to:

1. Achieve the objectives of the library,
2. Satisfy the needs of the users of the library,

3. Acquire best available resources/ reading materials deemed fit for the library
4. Acquire materials of preservation value within the scope of the library, and
5. Acquire material within the available resources (fund, space and staff).

Functions of acquisition system

The acquisition system performs the following basic functions to complete the entire acquisition process

1. Selection, Ordering, Receiving of Documents
2. Cancellation of Documents
3. Accession of Documents

Selection

The selection process of information sources is an important and responsible work. The process of selection revolves around the users of the library. The users' information needs may vary from library to library. As you already know, there are three categories of libraries namely public, academic, and special. Each category has different objectives and caters to the needs of different user groups. Hence, there should be a well-defined selection policy for each and every kind of library.

Selection Criteria and Types of Materials

(i) Authority (Authenticity): The expertise and affiliation of the author regarding the subject of writing should be assessed.

(ii) Accuracy: The content of the document should be accurate and authentic. Wrong or misleading information can be disastrous in any documents.

(iii) Scope: The treatment of the subject, topic, or theme of the document should be evaluated and correlated to the users of the library. The content should be balanced in covering the extension and intention of the subject, topic, or the theme of the book. In case of some shortage or limitation in the content, it should be mentioned in the preface of the document.

(iv) Organization: Information in the document should be organized on the basis of some pre-established characteristics or logic. The consistency in writing and developing from general to specific topic makes the reading interesting and easy to understand. In the case of non-fiction books, an exhaustive index is expected.

(v) Format (Graphics): The graphics illustrations are common in the documents dealing with technical data. In this case, appropriate graphs, colour patterns, sizes, etc. should be evaluated.

(vi) Bibliographies: Document should be supported by references in case of nonfiction book. The format of bibliography should be standard and information should be complete.

(vii) Users: While selecting a document, prospective users should be identified and ascertained that the material would be read by a large number of readers. The documents should be categorized as scholarly, popular, fiction, non-fiction, entertaining, introductory, advanced, etc.

(viii) Vocabulary: The vocabulary of the document should be at par with the level of the users for whom it has been written.

(ix) Textbook: The textbooks are mostly referred to by the students for knowledge in a subject area. Hence, the textbooks should be complete in terms of syllabus of the subject with accurate and authentic content. The organization of the content should be such that the students can understand easily.

(x) Fiction: In the case of a book of fiction, the author, title, style, theme, plot, setting, characters, and reviews should be evaluated.

(xi) Multimedia: The documents in audio, video, animation, and multimedia should be evaluated on the basis of their format. There are a number of formats for audio-video material. For example, an audio file is identified as having mp3, mid, wav, aif, etc., a video file could be mpg, mov, wmv, etc. The file format should be assessed on the basis of the equipment(s) that the library has.

(xii) Digital Material:

It may be ensured that a database of library material, in all formats i.e. . . . audio, video, multimedia, text, graphics or normal documents is made available in digital form. While

selecting information materials in this format, the criteria of that category of material should be applied. For example, e-book should be evaluated on the basis of criteria of books. File format, arrangement, hyper-links and search engines in case of databases, display format, etc. are a few aspects, that may be used to evaluate the digital content.

Library Committee

Library Committee definition: The library committee consists of a group of persons who are empowered to do certain jobs relating to library and administration. The library committee includes a chairman, a secretary, members or a convener or members.

Technical Processing Section

Classification

Library classification is a method by which the knowledge resources are arranged in a systematic manner so that the library staff can retrieve them efficiently from a large collection

Purpose of Library Classification

The library staff to arrange, knows the location of, and replaces the knowledge

- Element in less effort. The users to get the exact knowledge element they are interested in.
- Addition of the new knowledge element into the existing repository or withdrawal of it. Track the repository up-to-date
- Revealing strengths and weakness of the collections.
- Checking inventory.

Dewey Decimal Classification (DDC)

This is a world-wide system of library classification. More than 135 countries use it and it has been translated into more than 30 languages. It is used for browsing mechanism for resources on the Internet.

The Ten Main Classes

000 Computer science, information & general works

100 Philosophy & psychology

200 Religions

300 Social sciences

400 Languages

500 Science

600 Technologies

700 Arts & recreation

800 Literatures

900 History & geography

Cataloguing Section

A library catalog is a register or a collection of records of all knowledge resources found in a library or a group of libraries, located at different places.

A catalog can be compared with the index of a book. When one can find required information by looking into the index without having to read every page of the book, the catalog provides quick information on where the required book or music CD is located in the library. The WorldCat.org, the largest union catalog in the world is managed at Dublin in Ohio. As of January 2016, the catalog has over 360,000,000 records and more than 2 billion library holdings.

Purpose of Cataloging

To manage the library works collection efficiently

- To locate and retrieve the required knowledge resources easily
- To save efforts and time of the staff and the user
- To assist the users with alternative knowledge resources

Types of Catalogs

Here is a list of some important types of catalogs:

- Author catalogue
- Name catalogue
- Dictionary catalogue
- Classified catalogue
- Union Catalog

Physical process

It is also called the outer form of the catalog, which is adapted for the users' preference. There are two most common physical forms of catalogs:

Book Form

It is the printed book-like form. It is the oldest type of commonly used in American libraries. It is expensive if produce by hand. It does not permit to reflect the hanges in the library collection easily. The libraries using book form need to keep multiple copies of the catalog to provide access to more users. However, more automation techniques such as inexpensive printing helped this form to gain more popularity.

Card Form

It is the most common form found worldwide. This form used a standard 7.5 x 12.5 cm card to make each entry. These cards are then entered with Author, Subject, Title, and Call Number information. The cards are kept in small drawers. This form is very flexible to add or remove any entry in the collection. On the negative side, the entries are done manually and there are chances of users manipulating the sequence of drawers if they are permitted to access them.

Sheaf Form

It is the same as the book form. The entries are typed on loose sheets of paper, sized 7x4 inches. Multiple leaves are then punched, and bound into handy books. Each catalog contains about 500 and 600 sheets. They are arranged on the shelves alphabetically. It is difficult to insert as well as

to withdraw an entry than the Card catalogue. It is also portable and more compact than Card catalog. It is not suitable for display purposes.

Computer Output Microfilm (COM)

Form In this catalog form, the archives are created on microfilm, which is recorded in a superior quality as compared to its printed version. They are most efficient when it comes to storage capacity and handling. They cannot be modified until the new microfilms are produced. They are easy to be sent to other libraries or information centers.

Online Catalog

It is the most recent form of catalog where the bibliographic records are stored in the computer memory. They are printed on the display or screen on request from the users. It is the most flexible to addition, deletion, and modification of entries at any time. The results are instantly available to the users. As compared to other three catalog forms, this one is expensive to create. The users can access it and retrieve information easily from a location that is remote to a library. Online Public Access Catalog (OPAC) is an online database a library or a group of libraries manage.

Common Communication Format (CCF)

is a format intended for indexing and exchanging bibliographic records. CCF adheres to ISO 2709, which specifies a standard format which can hold any bibliographic information. Each CCF record is composed of four parts, such as

- Record Label (24 Characters)
- Directory (Variable Length)
- Data fields (Variable Length)
- Record Separator (1 Character)

Machine Readable Cataloging (MARC)

standards or a set of digital formats for the description of items catalogued by libraries. A MARC record consists three elements:

- Leader (24 characters)
- Directory (Variable Length)
- Variable Fields (Variable Length)

It is possible to map CCF to MARC

Subject Heading Lists and Thesaurus

Subject headings are the terms or phrases (also called the Controlled Vocabulary), which are used to classify the knowledge resources. They identify and bring together the information under some commonality. Simply, they are some standard word assigned to various subjects. They are assigned to a piece of knowledge resource based on the concept or the idea it is containing rather than just a word appearing in it. Using the most appropriate or relevant subject heading saves time to retrieve an intended piece of knowledge resource. Most libraries use Library of Congress Subject Heading (LCSH).

Thesaurus

It is a collection of words with synonyms and related concepts. It helps the cataloger to express the record with more detail thereby improving the search of exact knowledge resource from the vast collection of library

Record Maintenance

Philosophy of Rules of Library

The philosophy of the rules of library is explained via following points:

1. Library Rules Should be followed: A user must realize that library rules are framed to get the maximum out of the library resources and to prevent the misuse of library resources. The rules are aimed at increasing the use of the library rather than curbing its use. Thus, the user should regard the rigid enforcement of the rules as an aid rather than a hindrance in the use of the library.

2. Maintenance of the System: A user should not misplace the books within the library or damage it. This will deprive the other users; similarly a user should not mutilate or take out cards from the library catalogue, tear pages or steal etc.

3. Should not ask for Any Undue Special Privileges: The Library is meant for every body's use and no one should have undue privileges at the expense of others. The current issues, the reference books etc. which are in much demand should not go through the process of any special privileges.

4. Returns of Books in Time: The books that are borrowed must be returned on or before due date so that other users do not have to suffer. If a document is lying unused at home, it is the obligation of the user to return it as soon as possible.

Maintenance Work

Of all the functions in a library, the maintenance work is the least discussed in professional literature. However, the importance of maintenance work cannot be over emphasized. In fact, the ultimate success of various other functions like acquisition, classification and cataloguing rests on the efficiency of maintenance work. No matter how well a collection is classified or catalogued, books cannot be serviceable to users unless proper care is taken to organize and maintain the book collection. It is one of those less glamorous, nonetheless, very important tasks in a library. Now let us discuss what constitutes maintenance work. Maintenance work involves continuous monitoring of the proper stocking, arrangement and display of books on the shelves in the stack rooms and taking care of them. This essentially implies two aspects: etc.,

Functions of Maintenance Work

the specific functions of the maintenance work include:

- Shelving
- Location of documents
- Shifting of collections
- Dusting and cleaning
- Preparation and maintenance of guides
- Maintenance of documents
- Shelf rectification
- Maintenance of shelf list or register
- Stock verification
- Binding

- Vigilance
- Conservation

Stack Maintenance

It is been explained that maintenance work implies the organization of stack rooms, arrangements of books on shelves in stack rooms and conservation. In this section, we are dealing with the maintenance of stack rooms which involves the following work:

- Preparation and maintenance of guides
- Shelf rectification
- Maintenance of shelf register/list
- Maintenance routines
- Tools needed in the maintenance section.

Annual library report

An annual library report is a comprehensive document detailing a library's activities, achievements, and challenges over the past year. It is an essential tool that provides stakeholders with a clear picture of the library's performance, impact, and future goals. The report is usually compiled by the library's management team and is presented to the library's governing body, staff, patrons, and other interested parties.

The library's annual report typically contains several sections that provide an overview of the library's operations. The first section usually includes a message from the library director or head librarian outlining the library's vision, mission, and goals. It may also highlight significant achievements and challenges over the past year.

The following section usually provides statistical information about the library's usage, including the number of visitors, circulation of materials, and program attendance. This data provides insight into the library's impact on the community and helps identify areas for improvement.

Another section of the library's annual report is dedicated to showcasing the library's programs and events. This section often includes photographs, testimonials, and participant feedback, demonstrating the library's role as a community hub for learning, discovery, and social engagement.

The report may also contain financial information, including the library's budget, revenue sources, and expenses. This section helps stakeholders understand how the library is funded and how resources are allocated to support its operations and programs.

In addition to providing a summary of the library's past year, the annual report may outline plans for the upcoming year. This section may include new initiatives, projects, and partnerships that the library will undertake to meet the evolving needs of its patrons and the community.

[How to prepare an annual report for a library?](#)

Preparing an annual report for a library involves summarizing the library's activities, achievements, and challenges over the past year. Here are the steps to prepare a yearly report for a library:

1. Review the library's goals and objectives for the previous year: Start by reviewing the library's goals and objectives in the prior year. This will help you identify the key areas to focus on in the annual report.
2. Gather data: Collect data on the library's activities, including the number of visitors, books borrowed, programs offered, and any other relevant statistics. You may also want to gather feedback from library patrons through surveys or focus groups.
3. Summarize accomplishments: Highlight the library's achievements over the past year, including any new programs or services offered, renovations or expansions, or any awards or recognition received.
4. Discuss challenges: Identify any challenges the library faced over the past year, such as budget constraints, staffing issues, or unexpected events that affected operations.
5. Outline future plans: Share the library's plans for the upcoming year, including any new initiatives, programs, or services that will be offered.
6. Include financial information: Provide a summary of the library's finances, including the budget, revenue, and expenses.
7. Use visual aids: Use charts, graphs, and other visual aids to help illustrate key points and data.
8. Review and edit: Once you have completed the report, review and edit it for accuracy, clarity, and grammar.

9. Publish the report: Make the annual report available to library stakeholders, including patrons, staff, and funding agencies, via the library's website, social media, or other appropriate channels.

By following these steps, you can create a comprehensive and informative annual report for your library that highlights its achievements and plans for the future.

Purpose of the Annual library Report

The library's annual report provides a comprehensive overview of the library's activities, achievements, and challenges over the past year. The annual report serves as a tool for library stakeholders, including patrons, staff, and funding agencies, to understand the library's operations, accomplishments, and financial performance.

Here are some of the critical purposes of the library's annual report:

1. Accountability: The annual report demonstrates the library's accountability to its stakeholders, including how it has used its resources and its impact on the community.
2. Transparency: The annual report provides transparency into the library's operations, including its finances, programming, and services.
3. Communication: The annual report serves as a communication tool to inform library stakeholders about the library's accomplishments, challenges, and plans for the future.
4. Evaluation: The annual report provides a mechanism for the library to evaluate its performance and progress toward its goals and objectives.
5. Fundraising: The annual report can attract funding and support from donors and funding agencies by demonstrating the library's impact and the value it provides to the community.

Overall, the annual library report serves as a comprehensive document that communicates the library's activities, accomplishments, and challenges to its stakeholders while also providing a framework for evaluating its performance and planning for the future.

Contents of an Annual Library Report

The contents of an annual library report can vary depending on the library's goals, objectives, and activities for the year. However, here are some common sections that can be included in an annual library report:

1. Executive summary: The executive summary provides an overview of the library's achievements, challenges, and plans for the future.
2. Mission, vision, and values: This section outlines the library's mission, vision, and values, which provide a framework for its operations and programming.
3. Library profile: This section includes information about the library, such as its location, hours of operation, size, and staff.
4. Services and programs: This section highlights the library's services and programs offered to patrons, including new services introduced during the year.
5. Statistics and usage data: This section includes statistics and usage data for the library, such as the number of visitors, items checked out, and program attendance.
6. Financial information: This section includes financial information for the library, such as the budget, revenue, and expenses.
7. Accomplishments and highlights: This section highlights the library's accomplishments and notable events or activities from the year, such as new partnerships or awards.
8. Challenges and opportunities: This section identifies the challenges faced by the library during the year.
9. Staffing and Volunteer Information: This section highlights the library's staff and volunteers, including their roles, accomplishments, and any recognition received.
10. User Feedback: This section may include user feedback from surveys, focus groups, or other sources, highlighting areas where the library excels or where improvements are needed.
11. Future Plans: This section outlines the library's plans for the upcoming year, including any new initiatives, programs, or services that will be offered.
12. Conclusion: The conclusion typically provides a summary of the key points covered in the report and highlights the library's commitment to serving the community.

In addition to these components, the annual library report may include photographs, graphs, and other visual aids to help illustrate key points and data. By including these components, the annual library report provides a comprehensive overview of the library's activities, achievements, and plans for the future.

[Outline of an annual library report](#)

Here is an outline of an annual library report that can serve as a guide:

I. Introduction

Welcome message from the library director or board chair

Overview of the report's purpose and scope

Mission and vision statement of the library

II. Highlights of the Year

- Summary of the library's major accomplishments and events over the past year
- Recognition or awards received
- New programs or services launched
- Renovations or expansions completed

III. Statistics and Data

- Usage statistics (e.g., number of visitors, items checked out, program attendance, etc.)
- Demographic information (e.g., age, gender, race/ethnicity of library users)
- User satisfaction ratings (if applicable)
- Comparison of current and past data

IV. Financial Information

- Budget summary (revenues and expenditures)
- Funding sources and contributions
- Major expenses and investments
- Financial projections or goals

V. Programs and Services

- Overview of the library's core programs and services
- Description of new initiatives or programs launched over the past year
- Collaborations and partnerships with other organizations or institutions

VI. Challenges and Opportunities

- Description of any challenges the library faced over the past year (e.g., budget constraints, staff turnover, etc.)
- Opportunities for growth and improvement
- Steps were taken to address challenges and capitalize on opportunities

VII. Future Plans

- Overview of the library's plans for the upcoming year
- New initiatives, programs, or services to be launched
- Upcoming renovations or expansions
- Goals or targets for the coming year

VIII. Conclusion

- Recap of key achievements and challenges
- Summary of future plans
- Gratitude and recognition of library staff, volunteers, and community partners
- A closing message from the library director or board chair

By using this outline, library staff can create a comprehensive and informative annual report that highlights the library's accomplishments, challenges, and plans for the future, and effectively communicates the library's impact to its stakeholders.

LIBRARY AUTOMATION

Library management is difficult because librarians have to keep the library organized and stocked. They often deal with high volumes of patron requests for information and resources, which can be draining. Poorly managed libraries can have many problems such as disorganized shelves, unfilled book orders, outdated references, and more.

It is where [Library automation software](#) helps extensively. It eliminates the need for a human being to do this monotonous task of organizing and updating a catalog. Library Automation is an emerging trend in library management that is being increasingly used in libraries all over the world. With the help of automation tools, librarians have been able to address several common problems such as heavy workloads, inefficient workflows, and deteriorating quality of service provided to patrons. The **best LMS** like iSLIM is designed to be user-friendly so that people who access the library can use it with minimal training. et, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo.

DEFINITION OF LIBRARY AUTOMATION

Encyclopedia of Library and Information Sciences defines Library Automation as ” The use of automatic and semi-automatic data processing machines to perform such traditional library activities as acquisitions, cataloging, and circulation”.

Library automation consists of the hardware and software used to automate libraries. Library automation is most often associated with a library management system (LMS) which provides automated tools for managing a library’s collections and usage information.

Through library automation, all library daily tasks and services can be automated. Most commonly libraries can automate:

Circulation: Lending, renewal, return, on hold, etc.

- Cataloging: Resource storage, management, retrieval, etc.
- Acquisition: Acquisition process, order, receive, returns, cancellations, etc.
- Serial Control: Placing orders, canceling, claiming, returning unwanted, defective, accounting, etc.
- Library Automation is also used to automate iOPAC, digital libraries, intranet access, and more.

PURPOSE OF LIBRARY AUTOMATION

Automation in libraries improves the efficiency of the whole system. It is more reliable than manually completed tasks and is constantly improving with technology upgrades. Here are the key purposes of library automation in today’s fast-paced world.

- To increase the efficiency of operations.
- To make services more effective and accurate
- To give better accessibility for remote users and others.
- To satisfy library and patron needs that cannot be met by manual methods.
- To provide easy access to other network or system resources, including the internet.
- To improve the management of their physical and digital resources.

ADVANTAGES OF LIBRARY AUTOMATION

Library automation software makes it easier for patrons to use electronic resources, for example by providing barcode scanning or RFID tags that can be used to identify books.

- It reduces the staff workload and increases the efficiency of the library.
- It encompasses the process of replacing traditional, paper-based systems with computers and software.
- It makes information more available and accessible in an easier manner.
- With automation, libraries can save space by not having to keep too many physical books as they used to before.
- It helps libraries save time and money by automating administrative tasks.
- Libraries that use automation need less staff because most tasks are automated.
- Libraries can automate their databases so that there are fewer mistakes and more data accuracy.
- The possibility of data and resource duplication is eliminated with automation.
