Article : Impact of Library automation in the development Era: A case Study

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Abstract

On account of information & knowledge explosion it has become essential for librarians to provide a master key to this repository of knowledge. The maximum use of this tremendous up sage of knowledge in the service, the librarian started mechanizing activities of libraries and research institution through various gadget The main aim of any library is to provide access to proper information explosion, due to growing demands of the user and shrinking of financial resources, library is not able to obtain all the reading materials on demand The only way to overcome these problems is resources sharing through networking. The present paper gives the importance of library automation, which helps librarians for excellent control over collection. New technologies library provides several new materials, media and mode of storing and communicating the information. Automation requires planning, designing, and implementation. Library automation reduces the drudgery of repeated manual efforts in library routine by use of library automation collection, Storage, administration, processing, preservation and communication etc. It increases productivity in terms of both works as well as in service.

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Introduction:

India has made great strides in computer and telecommunication technologies. It was one of the first few nations, which realized the potentialities of computer for bibliographical information work and routine library housekeeping operations.

Computer has gained its importance in every field of human activity because of its speed, Accuracy and capability of large scale processing .It is space saving device as well because information stored on computer readable devices takes much less space than the conventionally stored systems.

The main aim of any library is to provide access to proper information explosion, due to growing demands of the user and shrinking of financial resources, library is not able to obtain all the reading materials on demand .The only way to overcome these problems is resources sharing through networking.

New technologies library provides several new materials, media and mode of storing and communicating the information. Library automation reduces the drudgery of repeated manual efforts in library routine by use of library automation collection, Storage, administration, processing, preservation and communication etc.

Automation:

According to Webster's dictionary "automation is the technique of making an apparatus, a process or a system operate automatically". In other words it is the machinery that mathematically manipulates information storing, select, presents and records input data or internally generated data. Automation word is used for automatic technical process.

In libraries automation refers to the process of automation in house functions such as circulation, cataloguing Acquisition, serial controls etc.

Automation is a technique to make a system automated means self-active .For these electronic machines are used to automate the libraries. Thus library automation means the application of machines to perform the different routines, repetitive and clerical jobs involved in functions and services of the libraries.

Library Automation is the general term for information and communication technologies (ICT) that are used to replace manual systems in the library.

Need of library automation:

There are various reasons for automation

1. Information Explosion (Growth of documents)

2. New techniques.

3. Lack of space.

4. To save the time of the reader.

5. To improve the control over collection.

6. To avoid the duplication of work.

7. Greater efficiency.

8. Accuracy and promptness

9. To share the resources sharing among through computer networks nationally and internationally**.**

Steps in library automation:

Automation requires planning, designing, and implementation. Planning involves identification of the activities to be automated, assessment of the volumes of information to be handled, selection of software, selection of compatible hardware systems, training and retraining of the library staff and educating users.

Planning for library Automation

•Needs mapping

•Best possible package

•Staff involvement

•Budget (Purchase, Operation, maintenance etc)

•Hardware requirement (Client /Server, Printer etc)

•Platform (Operating system)

•User awareness

•Maintenance

Selecting Automation packages

•User friendly

•Popularity of package

•Well designed screens logically arranged functions with extensive help messages

•Minimum Training

•Multi-user and unlimited user access

•Support internationally known standards (MARC, AACR2)

•Training and support (Email, Discussion Forum)

Basic requirements for the automation of libraries are

1. Adequate selection.

2. Financial assistance.

3. Computer hardware.

4. Library software.

5. Training of the staff.

6. Maintenance of development.

Library Housekeeping operations:

A library will have to perform minimum number of basic operations. There operations are conventionally referred to as "House keeping operations".

The basic modules of automated system are

1. Acquisition

2. Circulation

3. Cataloguing

4. Serial control

5. OPAC

6. Administration

Acquisition:

The purpose of acquisition is to manage and control the expenditure of funds for materials that meet the collection development criteria of the library and the needs of its clientele. This means that acquisition process must be accurate, efficient and responsive to the demands of library users.

The main objective of automated acquisition system is as follow.

1. To reduce lab our and paper incentive work involved in manual acquisition.

2. To maintain up to date information or record of all activities involved in acquisition.

3. To have effective & efficient control over ordering, claiming & cancellation functions.

4. To provide accurate & timely financial information.

5. To provide necessary management information reports, whenever they are required.

Through this module library staff can search the entire database of library holdings for the purpose of duplicate checking etc. Using various combinations, number of reports could be generated.

Functions of Acquisitions

•Suggestion management

•Ordering cancellation reminders

•Receiving

•Budget management

•Master file management such as currency table, vendors, publishers etc

Circulation Module

In libraries the circulation system conventionally managed consists of charges, discharges, overdue control, reservation, renewal and appropriate records maintenance. These operations are quite amenable to automation. An automated circulation system acts as in interface between the user and the information system with other backup services like acquisition, cataloguing serial control and housekeeping chores.

The circulation module performs the task, involved in the circulation function, such as material check-in, check-out, inventory, overdue notices, holds, and reserves, fines, and statistical reports.

The use of technological devices such as computers, barcode, scanners and its software in circulation helps in performing these routine operators easily and quickly.

Functions of Circulation

•**Issue Returns Renewal of Documents**

•Recall reservation, reservation cancellation

•Reminders (Manually, emails)

•Reports

   Documents Issued /returned

   Popular documents

   Fine amount collected

   Fine receipt

Cataloguing Module:

One of the major tasks in libraries is cataloguing In manual cataloguing say card catalogue requires multiple entries author, title ,subject series, etc. This means repetitive work.

The module performs various cataloguing tasks such as original cataloguing using the Machine Readable Catalogue (MARC) protocol, editing, copying, saving and retrieving catalogues records. When a record is saved in the cataloguing database, the record automatically appears in the OPAC, and a brief copy of the record is also generated automatically for the circulation module.

Functions of cataloguing
•Creation storage, retrieval and management of bibliographic records and indexes

•Import and export facility

•Performs various cataloguing tasks such as original cataloguing using the MARC protocol, copying, saving, and retrieving catalogues records

Online public access catalogue (OPAC)

Module because cataloguing module is the OPAC is what users consult to find and retrieve information of interest. Generally, the OPAC is equivalent to the card catalogue, but it provides advanced search features. The OPAC function allows searching by author, title, subject or keyword; search using Boolean operators [AND, RO, NOT] hyperlink searching, wild character searching and combined search strategy options. The OPAC module is the only one that is inseparable from cataloguing. A library cannot have the OPAC without the cataloguing heart of the automated systems.
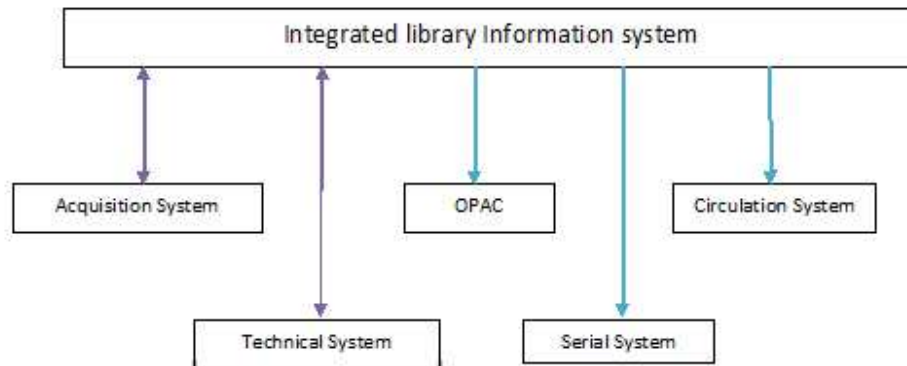
Functionalities of OPAC

•Simple and advance searching

•Boolean search (and, or, not)

•Field based searching (Author, subject, source etc)

•Browsing: field based and Hierarchical

•Personalized OPAC (My OPAC)-SDI, CAS, Subject list etc

Serial control

The complex job of keeping track of serials can easily and effectively be handled using SOUL through its Serial Control module. This module broadly handles following functions.

Suggestions.
Subscription (renewal and new subscription)
Payment including fund control etc.
Check in of issues including reduction of issues arrival.
Reminder generations.
Binding management.
Search status of every item.
Master databases management.

Reports generation etc.

Administration

•Various reports

•New additions, catalogues (Main /Author/Title)

•Accession register

•List of books by author/Title/Pub/Year

•Books by unique title, frequently

•Issued books

•Books by subject wise

•Frequently-accessed books

•Books/Issued/returned /reminder/reserved

•Receipt for fine amount deposit /Loss of book

•List (User/publisher/Supplier)

•No dues certificate

•Stock verification Report

Functionalities of Administration

•User ID & Encrypted password protection

•Module level security

•Budget management

•Stock verification

•Master file updating

•Fixing due dates, overdue charges etc

•Feedback

Library Software's

•SOUL

•LIBSYS

•SANJAY

•MAITRAYEE

•LIBMAN

1)

SOUL (Software for university Library

•Developed by INFLIBNET

•Window based user-friendly software

•Well designed screens; logically arranged functions with existence help messages

•Based on client server architecture

•Multi user access

•Provides facility to create view records in regional language (multilingual)

•Nominal price (includes installation onsite training, one year support, Free future updates multilingual software)

2)LIBSYS

•Most widely used in INDIA,

•Fully integrated

•Multi user

•System design to run on Super, Micro, Mini computer under UNIX/LAN platforms

Advances of Library automation:

There are several advantages of library Automation a machine readable catalogue prepared at the time of acquisition may be required respectively for number of purposes. Automation has the following advantages.

1. It increases productivity in terms of both works as well as in service.

2. Professional staff need not spend much time to do the routine library work.

3. Eliminates human errors while performing routine library work.

4. Improved Computer awareness among users.

5. Cataloguing is faster, instant access to non-records.

6. Excellent control over circulation.

Disadvantages of Library Automation

•Initial and recurring expenses

•Continuous Staff training

•Hardware and software obsolescence

Conclusion

    For the successful implementation of an integrated library system all key factors must be in place support from administration, staff, competence, consideration of user requirements, presence of infrastructure, (Hardware, software, networks) available data, excellent managerial skill from the coordinator of the project.

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