Library Automation And Its Application In Academic Libraries

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ABSTRACT- Library is the heart of any organization. Automation is the creation of technology and its application in order to control and monitor the production and delivery of various goods and services. The library is considered a pillar of information. Today, information is increasing at a very rapid pace, in the same way, the intensity of researchers is also increasing to get information. There are many tasks in the library which are done daily, many tasks are also repeated. Library automation is very helpful for executing all the tasks correctly i.e. to keep the library resources in a better way. Today ICT is changing the functions of libraries. In this age of today, the activities of automation are catching pace.

KEYWORDS: OPAC, CAS, SDI, ICT, LIBSYS, SOUL, LIBRIKA, EGRANTHALAY, NEWGENLIB, CDS / ISIS

INTRODUCTION:-

Library is the soul of institutions of teaching and research. In this explosive era, ICT has brought a revolution in the field of library. Today, library automation software is used to save time in libraries around the world today. Library automation means that machines are able to edit the

work done by humans. With the advent of automation, human manipulation has become quite a task. The ICT library has made many changes in the field of information services. Such as acquisition, serial control, OPAC, web OPAC, CAS, SDI, etc.

DEFINITIONS:-

LIBRARY

Where many reading materials like books, periodicals, journals, audio, videos etc. are kept listed, which the readers use to read there. At the same time, the readers here borrow their reading material and do their reading work at home.

- "A library is a collection of resources in a variety of formats that is (1) organized by information professionals or other experts (2) provide convenient physical, digital, bibliographic, or intellectual access (3) offer targeted services and programs (4) mission of educating, informing, or entertaining a variety of audiences and (5) the goal of stimulating individual learning and advancing society as a whole." George Eberhart(Chicago: ALA, 2010)

AUTOMATION

Automation is the creation of technology and its application in order to control and monitor the production and delivery of various goods and services. It performs tasks that were previously performed by humans. Automation is being used in a number of areas such as manufacturing, transport, utilities, defense, facilities, operations and lately, information technology.

- "Replacing manual operations with electronics and computer-controlled devices. For example, 'office automation' replaced manual typewriters, filing cabinets and paper appointment books with computer applications." According to *PC Magazine*

LIBRARY AUTOMATION

- Instance Markers on (1967) says "Library automation in the broadest sense can be taken to mean the employment of machines for library processes.
- "Library automation is the use of automatic and semi-automatic library activities as acquisition, cataloguing, and circulation. Although these activities are not necessarily performed in 90 traditionally associated with libraries; library automation may thus be

distinguished from related fields such as information retrieval, automatic indexing and abstracting, and automatic textual analysis." Salmon (1975)

NEED OF LIBRARY AUTOMATION

The library is considered a pillar of information. Today, information is increasing at a very rapid pace, in the same way, the intensity of researchers is also increasing to get information. Today in this age of explosive information, every reader has to give right information at the right time. It is for these reasons that library automation is needed today. This new technology has expanded / emerged to meet the needs of users. A computerized library always provides information to users effectively.

Library automation is required for the following reasons.

1. For information recovery / retrieval.

2. Capability to handle data and information.

3. For repetition of tasks.

4. Better bibliography control.

5. Standardize library processes.

6. Storage control.

7. To improve library services.

8. Saving employees time.

9. Information exchange from other libraries.

AREA OF LIBRARY AUTOMATION

The field of library automation remains very wide in the library. Such as acquisition, cataloguing, library administration, library management, online public access catalogue, database search, information retrieval, serial control, circulation, library resource sharing etc.

ADVANTAGES OF LIBRARY AUTOMATION

There are many tasks in the library which are done daily, many tasks are also repeated. Library automation is very helpful for executing all the tasks correctly ie to keep the library resources in a better way, this saves money and time. For example, it can be understood that when we ask for a title book in the library, we enter its order and after the arrival of the book, we edit the same data and use it in accessioning, cataloging, circulation and OPAC. Go, which saves employees time. Its most important factor is its accuracy speed. Through library automation, readers are very easy to find library resources. Automation prevents duplication of tasks as well as provides efficient services. And it makes the activities of the library clear and strong, in which the reports sought in the library are received very effectively. For example, which book is most used in your library, which book is least used and there are many such examples like copies of circulation data books etc.

FACTORS FOR LIBRARY AUTOMATION

A. Increasing information and shrinking space

Thinking today, in the explosive era, information is becoming so extensive in every area that it is very difficult to manage all. All this work today is possible only through computers. In this, heavy information can also be stored and kept in a small form, for example the entire set of an encyclopedia can also be kept in a CD ROM.

B. Increase in information and user demand

Today, in the information explosive era, the speed of receiving the information of users has increased very fast, today this intensity forces us to change. Because today, using the manual method, the readers have to face many problems in getting information to them.

C. Increased cost of printed and electronic resources

In today's era, due to the high cost of resources, libraries and information centers are motivated to share their resources. In libraries, the only way we find effective is that in which more information on the work cost is available to the readers.

D. Increase budget

In this era of explosives, information materials, services and library budget are also increased for the increase of library members. Allows library activities to be automated and library funds to use it

STEPS IN LIBRARY AUTOMATION

In today's information explosive era, library automation is an integral part of the library. Therefore, this work should be planned and implemented. So that the library work can run smoothly.Therefore, the series of library automation is as follows: -

HARDWARE

Hardware should also be considered before automating library automation. There are many types of hardware available in the market today. We should choose the hardware keeping in mind the library automation software, so that the work of library automation can be done correctly. That is, the library must be correctly compatible between automation software and hardware.

SELECTION OF SOFTWARE FOR LIBRARY AUTOMATION

Before selecting library software, we should decide what kind of software we are working on, because the wrong decision later becomes a hindrance on library automation. Library software used for database creation and library services is available in many markets today such as LIBSYS, SOUL, LIBRIKA, EGRANTHALAY, NEWGENLIB, CDS / ISIS and many more. Library automation software should be selected according to the requirements and cost. Before purchasing the software, a comparative study should be done between the software so that it does not face any kind of problems later.

IMPLEMENTING LIBRARY AUTOMATION

This work was first started in the form of a few books, which have increased to universities, government institutions and non-government institutions today. Library automation means using the library's routines through a computer. Library automation consists mainly of two components, computerization and networking. Computerization helps in the inhouse operations of the library and helps in exchange of networking information and establishing relationships with other libraries.

HOUSEKEEPING OPERATIONS

In any library, housekeeping operations perform tasks like acquisition, cataloging, circulation, serial control, etc.

Acquisition

Acquisition remains the most important function of any library. According to library rule sources, the first goal of the library is to satisfy the users, that task depends on the acquisition system of the library. Users are satisfied only when they can get the information they want. The acquisition also results in efficient collection development of the library. Therefore, there is a great need of automation in this area. Just like a book can appear in the library many times, but there is no need to enter them repeatedly in the software.

Cataloging

Library indexing is considered a mirror of a library, as it represents the collection of the entire library. Most library activities are determined by this, such as acquisition service, reference service, inter-library loan service, etc. Acquisition is done to avoid duplication in service. Reference and inter-library loan services are used in Catalogue consulting. It is used to deliver the documents demanded by the readers at the earliest. And this shows that automation of Catalogue is also very important, this time saves the time of library staff. Automation of Catalogue proves effective in direct access to the readers books, that is, the readers are satisfied. In this, the staff as well as the readers also save time, library automation is also a most important factor.

OPAC (Online Public Access Catalogue)

It is an online catalog, in which we can search the library's storage data in it. In many software OPAC terminals are provided separately. OPAC is also helpful in resource sharing. In this, readers can search resources according to their interest, such as ISBN, AUTHOR, TITLE, PUBLISHER Etc. There were also many Boolean operators for finding resources in OPAC.

Circulation

The main function of this component is the exchange of documents, ie the withdrawal of library resources to readers. It contains a description of the list of texts. It involves sending reminders to

readers, discharging late fees. Automation of this meeting is also necessary in the library so that time can be saved. And there should be no error in library exchange

Serial Control

Many journals and magazines are being published in this era. In this, it is necessary to list all these in every field also, so that we can reach them in the shortest time to the journals sought by the readers.

AUTOMATED LIBRARY SERVICES:

Many services are provided by the library to enable the readers to decide the problems. Modern libraries and institutions like research centers provide many information services so that the time of the students is saved and the information sought by them can be provided to them in a short time.

1. Reference Services
2. Inter Library Loan
3. SDI
4. CAS
5. Online Search Services
6. Printed Index

Reference Service

In this service, earlier librarians used to be based on facts like printed index and exception services, bibliographic services. So that it can answer the questions of literature search and bibliography. But in today's era, important reference books are available in libraries such as encyclopaedia, directories, bibliographies, cd-rom etc.

Inter Library Loan (ILL)

Today in the information explosive era, the dissemination of information has gone so much that it is not possible to buy all that resources, that is why many libraries provide the facility of inter library loan. In the era of library news, books are also automatically given to other library, it has a barcode. Today, often libraries have barcodes and barcodes in all books. Bar codes are pasted

on the title page and the second secret page. The barcode is matched with the help of a laser scanner

Selective Dissemination of Information (SDI)

The SDI service is usually offered to researchers. The information sought by the researchers is essential for their research work. In this, the SDI service today is also computerized. In this, the user's profile is created first, and the information they want is written. As soon as we receive their desired information, then it is matched to the user. In this the user feedback is known, whether the reader is satisfied or not? If the users are not satisfied then the profile is checked and adjusted based on the user's evaluation.

Current Awareness Service (CAS)

CAS are services in which readers are made aware of the constantly happening new developments in their fields of research. These services are limited to a few people, as it belongs to a particular subject group. This facility is communicated to the library users through mail

Online Search Service

This service is provided through a terminal. In which the user searches their results through the terminal that is displayed on the data terminal screen.

Printed Index

In-house indexing is done through computers through modern methods for information retrieval. In which indexing is done according to the requirement of all journals. It is alphabetically arranged.

BARRIERS OF LIBRARY AUTOMATION

1. Financial Limitations

2. Technical barrier while using technology

3. In efficient thought to the real value of computerized information

4. Communication gap, a major hindrance I effective automated system in library

5. In sufficient planning

6. Lack of suitable medias.

7. Retrospective conversion of data

CONCLUSION:

Today ICT is changing the functions of libraries. In this age of today, the activities of automation are catching pace in entire states. Today, many library automation packages are also available at very cheap prices in the markets. But it poses huge challenges for the librarian. Librarian should have knowledge of software and hardware. Therefore, it can be said that the state of automation in libraries is still like a newborn.

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