A STUDY OF THE LIBRARY MANAGEMENT SYSTEM IN INDIA

VAIRAGADE SANJAY KESHAORAO, GUTTE VASANT PANDURANGRAO
RESEARCH SCHOLARS, DEPT. OF LIBRARY SCIENCE
CMJ UNIVERSITY, SHILLONG, MEGHALAYA

LIBRARY

A **library** is a collection of sources, resources, and services, and the structure in which it is housed: it is organized for use and maintained by a public body, an institution, or a private individual. In the more traditional sense, a library is a collection of books. The term can mean the collection, the building that houses such a collection, or both.

Public and institutional collections and services may be intended for use by people who choose not to — or cannot afford to — purchase an extensive collection themselves, who need material no individual can reasonably be expected to have, or who require professional assistance with their research.

However, with the sets and collection of media and of media other than books for storing information, many libraries are now also repositories and access points for maps, prints, or other documents and various storage media such as microform (microfilm/microfiche), audio tapes, CDs, cassettes, videotapes, and DVDs. Libraries may also provide public facilities to access subscription databases and the Internet.

Thus, modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. In addition to providing materials, they also provide the services of specialists, librarians, who are experts at finding and organizing information and at interpreting information needs.

More recently, libraries are understood as extending beyond the physical walls of a building, by including material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amounts of knowledge with a variety of digital tools.

The term "library" has itself acquired a secondary meaning: "a collection of useful material for common use," and in this sense is used in fields such as computer science, mathematics and statistics, electronics and biology.

TYPES OF LIBRARIES

Libraries can be divided into categories by several methods:

by the entity (institution, municipality, or corporate body) that supports or perpetuates them

- academic libraries
- corporate libraries
- government libraries, such as national libraries
- historical society libraries
- private libraries
- public libraries
- school libraries
- special libraries

by the type of documents or materials they hold

- data libraries
- digital libraries
- picture (photograph) libraries
- slide libraries
- tool libraries

by the subject matter of documents they hold

- architecture libraries
- fine arts libraries
- law libraries
- medical libraries
- theological libraries (See: Theological Libraries and Librarianship)

by the users they serve

- military communities
- users who are blind or visually/physically handicapped (see National Library Service for the Blind and Physically Handicapped)

by traditional professional divisions

- Academic libraries — These libraries are located on the campuses of colleges and universities and serve primarily the students and faculty of that and other academic institutions. Some academic libraries, especially those at public institutions, are accessible to members of the general public in whole or in part.
- Public libraries or public lending libraries — These libraries provide service to the general public and make at least some of their books available for borrowing, so that readers may use them at home over a period of days or weeks. Typically, libraries issue library cards to community members wishing

International Journal of Research in Social Sciences & Humanities

to borrow books. Many public libraries also serve as community organizations that provide free services and events to the public, such as reading groups and toddler story time.

- o <u>Research libraries</u> — These libraries are intended for supporting scholarly research, and therefore maintain permanent collections and attempt to provide access to all necessary material. Research libraries are most often <u>academic libraries</u> or <u>national libraries</u>, but many large <u>special libraries</u> have research libraries within their special field and a very few of the largest public libraries also serve as research libraries.
- o <u>School libraries</u> — Most public and private primary and secondary schools have libraries designed to support the school's curriculum.
- o <u>Special libraries</u> — All other libraries fall into this category. Many private businesses and public organizations, including hospitals, museums, research laboratories, law firms, and many government departments and agencies, maintain their own libraries for the use of their employees in doing specialized research related to their work. Special libraries may or may not be accessible to some identified part of the general public. Branches of a large academic or research libraries dealing with particular subjects are also usually called "special libraries": they are generally associated with one or more academic departments. Special libraries are distinguished from <u>special collections</u>, which are branches or parts of a library intended for rare books, manuscripts, and similar material.

Many institutions make a distinction between circulating libraries (where materials are expected and intended to be loaned to patrons, institutions, or other libraries) and collecting libraries (where the materials are selected on a basis of their natures or subject matter). Many modern libraries are a mixture of both, as they contain a general collection for circulation, and a reference collection which is often more specialized, as well as restricted to the library premises.

Also, the governments of most major countries support national libraries. Three noteworthy examples are the U.S. Library of Congress, Canada's Library and Archives Canada, and the British Library. A typically broad sample of libraries in one state in the U.S. can be explored at Every Library In Illinois.

LIBRARY MANAGEMENT SYSTEM

Library management refers to the issues involved in managing a library.

Basic issues

Basic tasks in library management include:

planning the acquisition of materials

classification of materials

preservation of materials (especially rare and fragile materials such as manuscripts)

borrowing materials

developing and administering library computer systems

book processing:

> selection
> ordering
> receiving
> Checking[Bill Wise & Order Wise]
> stamping
> classification and cataloguing
> labeling
> preparation for circulation
> jacketing
> final inspection
> stacks maintenance

Long-term issues

Long-term issues include:

planning of the construction of new libraries

extensions to existing ones

building maintenance

LIBRARY CLASSIFICATION

A **library classification** is a system of coding and organizing library materials (books, serials, audiovisual materials, computer files, maps, manuscripts, realia) according to their subject and allocating a call number to that information resource. Similar to classification systems used in biology, bibliographic classification systems group entities that are similar together typically arranged in a hierarchical tree structure. A different kind of classification system, called a faceted classification system, is also widely used which allows the assignment of multiple classifications to an object, enabling the classifications to be ordered in multiple ways.

DIGITAL LIBRARY

A **digital library** is a library in which collections are stored in digital formats (as opposed to print, microform, or other media) and accessible by computers. The digital content may be stored locally, or accessed remotely via computer networks. A digital library is a type of information retrieval system.

The DELOS Digital Library Reference Model defines a digital library as:

An organization, which might be virtual, that comprehensively collects, manages and preserves for the long term rich digital content, and offers to its user communities specialized functionality on that content, of measurable quality and according to codified policies.

The first use of the term digital library in print may have been in a 1988 report to the Corporation for National Research Initiatives. The term digital libraries was first popularized by the NSF/DARPA/NASA Digital Libraries Initiative in 1994.[4] These draw heavily on As We May Think by Vannevar Bush in 1945, which set out a vision not in terms of technology, but user experience. The term virtual library was initially used interchangeably with digital library, but is now primarily used for libraries that are virtual in other senses (such as libraries which aggregate distributed content).

LIBRARY INSTRUCTION

Library instruction includes instruction on both how to evaluate information resources and how to use library resources such as the library catalog or other bibliographic databases. It prepares individuals to make immediate and lifelong use of information effectively by teaching the concepts and logic of information access, and by fostering information independence and critical thinking.

A related term, information literacy, "is the ability to identify what information is needed, understand how the information is organized, identify the best sources of information for a given need, locate those sources, evaluate the sources critically, and share that information. It is the knowledge of commonly used research techniques.(University of Idaho)."

Some debate exists within the library community about whether instruction on how to use library systems is necessary, or if efforts are better spent making systems easier to use such that they require no instruction.

Some university libraries offer specialized instructional sessions. At these sessions the librarian works one-on-one with a user to assist him or her with specific research goals. These sessions are sometimes referred to as a "term paper clinic" or a "research consultation."

Other high schools, universities, and colleges encourage their faculty members to sign their students up for a "one shot" library instruction session during the semester. These class meetings are often held just before a term paper is assigned, and the goal of the librarian is to orient the class to the best library sources for use in a term paper.

REFERENCES

1. Koehler, AEC. *Some Thoughts on the Meaning of Open Access for University Library Technical Services* Serials Review Vol. 32, 1, 2006, p. 17

2. Gertz, Janet. "Selection for Preservation in the Digital Age." *Library Resources & Technical Services.* 44(2) (2000):97-104.

3. Cain, Mark. "Managing Technology: Being a Library of Record in a Digital Age", Journal of Academic Librarianship 29:6 (2003).

4. Pymm, Bob. "Building Collections for All Time: The Issue of Significance." *Australian Academic & Research Libraries.* 37(1) (2006):61-73.

5. Cohen, L.B. (2007). "A Manifesto for our time". *American Libraries* **38**: 47–9.

6. Harris, Michael H. (1984). *The History of Libraries in the Western World.* Scarecrow Press.

7. Kenneth M. Setton, "From Medieval to Modern Library" *Proceedings of the American Philosophical Society* **104**.4, Dedication of the APS Library Hall, Autumn General Meeting, November, 1959 (August 1960:371-390) p372ff.

8. Geo. Haven Putnam (1962). *Books and Their Makers in the Middle Ages*. Hillary.

9. Micheau, Francoise, "The Scientific Institutions in the Medieval Near East", pp. 988–991 in *Morelon, Régis & Roshdi Rashed (1996), Encyclopedia of the History of Arabic Science, vol. 3, Routledge, ISBN 0415124107*