

## **Paperless Society in Digital Era**

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**Abstract-** *A Paperless society is a society in which paper communication is replaced by electronic communication and storage. The concept originated by Frederick Wilfrid Lancaster in 1978. Furthermore, libraries would no longer be needed to handle printed documents. "Librarians will, in time, become information specialists in a deinstitutionalized setting" (Lancaster & Smith, 1980). Lancaster also stated that both computers and libraries will not always give us the information that other people and living life will. Paper has been supplanted by digital media as a means of conveying secondary information sources including s, indexes, reviews, and reference volumes such as encyclopaedias and dictionaries.*

**Keywords:** Paperless Society, Digital Communication, Advantages and Disadvantages

### **Introduction:**

The automated office, multiplexing, telefacsimile devices, cable television, electronic mail, speech synthesis, artificial intelligence, robotics, modular portable telephones, interactive videodisk systems, automated translations, computer-based. Questions involving the linking of many complex operations into one cohesive network so that one system can freely exchange data with another', questions of file organization and interconnection; and development and implementation, on an international scale, of efficient and inexpensive networks for the transmission of digital data without the need for digital-to-analog and analog-to-digital conversion. These technological innovations, it is hoped, 'will solve many of the ubiquitous complex problems stemming from our inability to read, assimilate, integrate and remember all relevant literature for prompt use; these problems we have dealt with in the past by specialization or condensed subrogation(usually through abstracts skipping, bibliographic database) and by saying that these problems do not exist''

Paperless systems, although they promise to increase availability and save time offer different intellectual considerations that may be even more difficult to sort out than the technological ones. Some factors to be considered are:

- Number of different query languages;
- Different data bases involving different vocabularies;
- Different natural languages;
- A wealth of potentially relevant sources on-line.
- All these elements contribute to the complexities of intellectual considerations.
- The term "digital library" is applied to many different kinds of collections of digital information, all drawing upon the metaphor of the print library. In the early stages of innovation it is not uncommon to define technological innovations using metaphors derived from established technologies and the institutions within which they are embedded. For over a century the printing press was used to produce imitations of the illuminated manuscript<sup>1</sup>. While metaphors like "the digital library" are useful in the early stages of innovation because they make the unfamiliar seem familiar, they grow problematic as the new technology diffuses into different social contexts.

### **The Paperless Society: Farce or Reality:**

There is hardly a human endeavour that has not been affected by the digital technologies. For over five centuries, since Gutenberg invented the printing press, paper has maintained a quasi-monopoly as the medium of transmission and storage of information. This role is being seriously challenged by new audiovisual and information media, and the debate still will lead to a paperless society. rages as to whether computers, and in particular the Internet, Paradoxically, a recent posting on a listserv reported that the sale of print copies by a publisher went up because the publisher made electronic copies available on the Internet free of charge. Statistics also reveal that demand for writing and printing paper rate of literacy. Despite this rising has gone up more than six fold in societies with a high growth paper consumption, it is said that demand will start falling off in some parts of the world in 10 to 20 years when computer-literate children become old enough for the workforce. As today's children will be more comfortable with electronically stored they see something information, they will not automatically reach for the printer when interesting online.

### **The 'Paperless Society' Is Far From Paperless:**

Hardly a day goes by when we do not receive a message from some organization proclaiming with great self-satisfaction that it is shifting to “paperless” communications. The message is often accompanied by a smug comment that the organization is doing its part not only to reduce the use of paper, but also to conserve energy and save other expenditures associated with providing information on paper.

We acknowledge that electronic communications have some obvious benefits such as ubiquitous access for anyone with a computer and virtually instantaneous delivery. Electronic communications typically work well for short messages that we can read quickly and remember if necessary. If the message is especially significant, we may save and print it. But increasingly, we are finding that large quantities of information are sent as email attachments with the expectation that we will digest these paperless documents without the benefit of paper.

### **The Challenges of Digital Communication:**

A shift to paperless communication not only limits creative freedom, but also creates a set of challenges involved in digital communication.

Many paperless solutions are stuck in the crossfire of corporate interests: a war carried out through patents, opaque technical standards, and so called digital rights management (DRM). Even PDF documents, known for their portability, are subject to passwords and even more constrictive DRM. With paper, however, no one can remotely access your documents in secret, or delete them, or turn them over to prying third parties.

It's no wonder that despite many organizations we know that “go paperless,” in quest of doing their part for the environment; there is inevitably a trove of printed documents stacking their desks. It's the dissonance between the perceived unfettered benefit of a paperless world, and the realities of the subtle shackles such systems impose on us.

### **Advantages of Paperless Society:**

- A paperless society uses less physical space when bulky filing cabinets are eliminated or reduced. Relocating to a smaller office or building may be possible, saving money on a lease.

- In a paperless society, electronic faxes and email replace the need to print, mail and ship documents to clients, which reduces expenses, as does lowering your investment in reams of paper.
- The chances of losing important documents are lower when scanned and filed electronically, and the documents are often easier to find in an electronic system. The potential for misfiled paper documents is high.
- Processing documents electronically opens up the opportunity for employees to work remotely and for you to offer flexible work schedules, particularly if you employ remote access to the company system. This can improve efficiency and employee morale.
- Aside from purely practical considerations, your clients may view a paperless office favorably, approving of an environmentally friendly approach or admiring an efficient, cutting-edge company.

#### **Disadvantages of Paperless Society:**

- Up-to-date computer hardware and software is essential for a paperless Society, so you may have to upgrade your systems initially and keep them upgraded, which comes at a cost.
- If you don't have an IT person in your company, you may need to hire one to monitor your system, train new users and perform regular backups of your information.
- Maintaining tight security for your documents and business information is vital, and the more people you have using a system, the closer it must be monitored for privacy issues and computer viruses.
- It takes time and expense to train employees to function in a paperless Society, and some people are reluctant to radically change employees to function in a paperless Society, and some people are reluctant to radically change their ways.
- A Paperless Society is also vulnerable to human error. Improperly scanned documents can result in incomplete records, and files that are incorrectly names or stored electronically are often difficult to retrieve.

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