

Status of Library Automation in Some Selected IIM'S Libraries: A Study

Dr. Anupam Saigal

Librarian (SITE)
S V Subharti University
Meerut

***Abstract** - In this current information technology age, use of computers for library housekeeping operations is not simply feasible, but inevitable. It has become a necessity than anything else. Many networks are now emerging in India. For participation and also the effective utilization of network resources, it is necessary for the participating members to automate their libraries. Although required hardware for library automation is now available at a reasonable cost; software packages are however not easily available. Aim of Study to how IIMs libraries have fully computerized there housekeeping Operations.*

Keywords: Library Housekeeping; Computerization; OPAC, CAS, SDI.

INTRODUCTION

The technology has affected each and every aspect of life. Computer technology, in particular, has changed the man's views about the society which is effecting changes at a fast rate. Computers have occupied important positions in all the important fields. Electronic-Mail (e-mail) is becoming popular day by day. Computer-teleconferencing is no more a wild dream of the past but has already become a reality. Television sets are also being used as on-line-terminals for this purpose.

The basic concept in the use of information technology is to free the librarian and information officer from the routine jobs like acquisition, classification, cataloguing, circulation control, which can now be entrusted to computer. The time thus saved can be utilized for serving the user. This can be best done by studying requirements of the user and acquiring adequate knowledge of the contents of library collection and information sources available around. The librarian's role will be that of an intermediary who will be involved not merely in providing information but in editing, assessing and providing subject analytical and evaluative input.

A videotext becomes popular, there will be lower utilization of the libraries, as the patrons can sit at home and get answers to their queries on their TV sets. On-line access to data bases has generated the concept of "libraries without walls" because the literature reported in the on-line searches is scattered in many libraries, some of which may be located in far away countries. The libraries instead of acquiring everything on their subject field, will depend more on the network, of which they will form a part and share the resources among themselves.

The use of information technology will involve initial capital investment on computer system, microform reader-printer, Xerox copier, etc which will pay dividends in the long run in the form of saving in manpower and space and improvement in services. So far IIM libraries of India are concerned, they are all having Xerox copies or reprographic facilities and that is also satisfactorily functioning.

A document delivery system will play vital role in supplying copies of the documents against demand which will grow rapidly with the increased use of on-line search. For this purpose it is necessary to provide Xerox copiers, microform reader-printers, computer terminals at each important service points. For faster communication, facsimile transmission can also be used. From the survey, it was found that document delivery service is being given.

The recently developed storage media like magnetic disc, CD-ROM discs, optical laser discs etc, which has still greater storage capacity, as only one side can certain 40 volumes of an Encyclopedia, must be used for the mass production and distribution of information. The newly improved, computers and telecommunications technologies such as Electronic mail, Electronic Journal, Video-text document delivery, on-line search and networking, Teletext, FAX etc, are providing rapid and cheap transmission of information. So it is better to implement these facilities for the future.

India is committed to development and to higher education in the field of management studies by establishing the management institute of national importance as all over the country, as evidenced by its continuous establishment of more and more IIMs. Library IIMs is one of the important resource for inputting the knowledge to the human being. Especially in the IIMS the Library play an Important role for the teachers, scholars and students to enrich their knowledge and also to know their latest information in the present situation every where e-resources play a significant role. Studying of effectiveness of e-resources and the user's attitude about e-resources are very significant one for any libraries for their development. In this context, the performance of the college libraries is very significant one. So the researcher makes an attempt to adjudication of the performance by the Library users in the IIMs. Through the evaluation the IIMs have an idea regarding the up dation and further development also they are able to know the users attitude about the Library services. Therefore based on the above context this research is significant one.

Computerization of IIM Libraries

As society is becoming more complex and dependent on science and technology, the need for timely organization, communication and dissemination of information is increasing. We are in the age of information technology revolution along with information explosion. There has been a growing interest and concern over modernization of library operations and services in India since 1980's. Due to information explosion, automation of library services is imperative for efficiency and effective working of Library and information center.. IIM libraries have applied computer technology on their activities and services.

Libraries are recognized important academic institutions for providing of knowledge and information, a process of that brought and will continue to bring profound changes to library world in terms of both technology and involvement of people.

- To maintain bibliographical records of all the materials, in a computerized form.
- To provide bibliographical details through a single enumerative access point of holdings of a library.
- To reduce the repetition in the technical processes of housekeeping operations.
- To provide access to information at a faster rate.
- To share the resources through library networking.
- To implement new Information communication technology processes to provide quality information.

The main objective of any university is to seek and cultivate new knowledge by way of research, and extend higher education to the youth, to encourage academic investigations to the problems of the society for advancement of civilization. The IIM Library plays an important role in the achievement of these objectives.

Internet is useful to access to users through terminal dialup. With this type of account the users can easily exchange their e-mail with others search receive and read millions of files stored on computers throughout the world.

Current Awareness Services are devices meant for the speedy announcement of newly acquired information or documents. Timeliness is the essence of this service and it is therefore also called as an alerting service. The main objective of this service is to keep the research, development and management personnel of the IIM and other interested persons to get the current development in their respective fields of interest as quickly as possible. Current Awareness Services are to be designed with the main emphasis on speed of announcement, ease of use, and minimum time required for compilation work. Some of the Current Awareness Services that have been developed are: Current Titles, Research-in-progress bulletin, Selective Dissemination of Information (SDI), Newspaper clipping service, etc.

SDI is that service within an organization which concerns itself with channeling of new items of information from various sources to those points within the organization where they can usefully serve someone's interest. It endeavors to prevent indiscriminate distribution of new information and avert the resulting danger of not communicating at all". The basic concept behind SDI consists of matching information/documents with the profile (interest) of each individual of the clientele. The profile can be single user or a group working on the same project or some limited subject field. Those item matches are brought to the attention of the user. In an automated system this service can be performed effectively. The aim being that user should neither be provided too much information nor made to miss information essential towards his requirements.

Library Housekeeping Operations

The basic housekeeping functions of a library irrespective of its type or size may be grouped as acquisitions, processing, use and maintenance. Their operations follow some definite work flows/ routines and therefore are amenable to computerization. It means a computer or a group of computers can perform routine clerical chores quickly and cheaply.

The functions and activities of one division are different from that of the other divisions but are closely related and therefore combined efforts lead towards the better library services.

Acquisition

Acquisition of documents is one of the basic functions associated with any library. A library must acquire and provide all the relevant documents to its users within its budgetary limitations. An acquisition subsystem performs four basic operations. They are selection, ordering, receiving and accessioning of documents. Let us try and understand as to how these operations are performed in a library.

Processing

The processing procedure is the pivot around which all the housekeeping operations revolve in a library. Processing helps in the transformation of a library collection into serviceable resources. The procedures under this subdivision are classification, cataloguing, labeling and shelving.

Circulation

Such database contains bibliographic details of the documents which provide information on titles, authors and publishing details, which are used in notifying the users about the overdue. Most libraries lend books and other library materials to be read elsewhere by users. This is convenient for the users; this increases the use made of library collections and reduces the demand on reading space within library building. This function requires some sort of record keeping of what has been lent and to whom. The reasons for keeping loan records are:

- to minimize the loss of library materials; and
- to help library staff to answer users' queries about the location of items not on the shelves.

Serials Control

Serials in general and periodicals in particular are essential for research and development (R&D) activities. These are the primary means of communication for the exchange of scientific information. The periodicals or journals subscribed by libraries can be grouped into the following categories:

- Indexing/Abstracting periodicals
- Periodicals containing news items
- Periodicals containing full-text research articles and technical papers

Maintenance

If we don't take proper care to organise and administer the library documents regularly, these documents would become unserviceable resources immediately.

Scope of the Study

IIM libraries are the pioneer institutes serving the industrial and business society in the India and also the abroad. These libraries have been equipped with modern resources and experienced professional staff. This study has included first six established IIMs libraries of India. There will be detailed analytical study of all the libraries. The resources and their application in IIMs libraries will be discussed in this work.

The study will include the following IIMs libraries:

1. IIM-A (Ahmedabad) (1961)
2. IIM-B (Bangalore) (1973)
3. IIM-C (Calcutta) (1961)
4. IIM-I (Indore) (1998)
5. IIM-K (Kozhikode) (1996)
6. IIM-L (Lucknow) (1984)

REVIEW OF LITERATURE

Kimber (1968) has observed the major objectives of an automated acquisition system. **Saffady, (1988)** The library catalogue is considered as a mirror of the library because it reflects the collection of the library i.e. whether the library possesses good, bad or satisfactory collection. It is considered to be the base for most of the library activities such as acquisition, reference, inter library loan etc. **Hussain & Raza, (2002)**. OPAC (Online Public Access Catalogue) is one of the existing aspects of library automation. OPAC is a catalogue, which is available for searching online. Such OPAC may be searched from a terminal within the library or at a terminal elsewhere in the organization remotely via national or international

telecommunication networks. Today majority of the softwares which are used for automation in libraries provide a separate module of OPAC. Rao (1986) has given the following functions of an automated circulation control: Provision of information on location of circulation items, Identification of items on loan to a particular borrower or class of borrowers, explained full control of Circulation module. Vyasamoorthy, (1987) Serials are published at regular intervals and the publication is intended to continue indefinitely. Besides scholarly journals and popular periodicals, serials include magazines and all other periodical publications as newsletters, newspapers, annual reports, proceedings of learned bodies, monograph series etc. the term serial control usually denotes two very distinct aspects: bibliographic control and processing control. Gupta & Dass (1991) has given the following problems in serials control. Serial control refers to those jobs, which involve procurement and management of serials in a library.

Table-1: Area of Computerization

S. No.	Area of Services	Percentage
1.	Acquisition	100%
2.	Cataloguing	100%
3.	Circulation	100%
4.	Serial Control	100%
5.	CAS/SDI	70%
6.	OPAC	90%

From the above table 1 shows Acquisition, Cataloguing, Circulation serial control services has been computerized 100% in IIM libraries.

- CAS/SDI services are computerized only in 70% in IIM libraries.
- OPAC services computerized in 90% in IIM libraries.

Table-2: Software used in Library

S. No.	Software	No. of Library	Percentage
1.	LibSys	03	50%
2.	SOUL	01	16.66%
3.	Others	02	33.34%
		06	100%

The above table 2 gives the statistics regarding the software used in library reveal that:

- 33.34% libraries use their own made software.
- 66.66% libraries use LibSys, and SOUL software.

Table- 3: Status of IT Application

S. No.	Status	No. of Library	Percentage
1.	100% Automation	5	83.33%
2.	Still being fully automation	01	16.67%
	Total	6	100%

The above table 3 gives the clear cut picture regarding the status of IT Application in special libraries of IIM and fact shows that:

- Only five library out of six i.e. 83.33% has achieved automation at the level of 100%.
- One library out of six i.e. 16.67% are still under the process of computerization or 100% automation to achieved.

DISCUSSION

Computerization is very essential to provide library services to their library users. Computerization of all housekeeping operations viz. acquisition of books, journals and other reading materials, creating maintenance of its catalogued databases, circulations of its holding etc. to give service more quickly, efficiently and effectively and thereby meet the forth law of library science that is save the time of users. Online public access catalogue (OPAC) facilities the user to search for information by author, subject, title ISBN, keywords etc and helps to reserve item on loan, view special collection, to see new arrivals request addition of new publication, define SDI profile. Out of Six IIMS (Table 3) five libraries 83.33% have achieved automation at the level of 100%. While 16.77% are still under the process of 100% computerization. There has been acquisition, Cataloguing, Circulation and Serial control service has been computerized 100% in IIM Libraries (Table 1) and OPAC 90%, CAS/ SDI and computerized only in 70%. There are 50% library using LYBSIS software for their automation work and other 50% libraries other software (Table 2). On the basis of above discussion the searcher can say there is no significance difference in computerization of their house keeping operation.

CONCLUSION

The performance of a library largely depends upon the organisation of its housekeeping functions and their operations. The basic housekeeping functions common to all types of libraries are acquisitions including serials control, cataloguing, circulation and maintenance. Their operations are highly labour intensive routine clerical activities performed by human beings. With the advent of Information and Communication Technologies (ICT) automation of housekeeping operations has become the first priority of most of the libraries. This is mainly because automation of housekeeping operations helps libraries to minimise human efforts and repetitive tasks, redefine library work flows, prepare staff to multitask library operations and make staff more productive in library work. Automation of library housekeeping operations is considered especially a critical area from which future benefits will emerge. Majority of IIMs libraries have fully computerized there housekeeping Operations

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