Recent Trends of Computerization Library, Operations.

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ABSTRACT

Computer has gained its importance in every field of human activity because of its speed , accuracy and capability Computerization means mechanization of Library activities , The activities like acquisitions classification , Cataloguing , Circulation maintenance , information retrieval etc.

Keywords: Library Computerization, Library Operations.

INTRODUCTION

Computer has gained its importance in every field of human activity because of its speed , accuracy and capability of large scale processing it is as pale saving device as well because information stored on computer readable devices takes much less space than the conventionally   stored   system,   the   term   " Computerization means mechanization of Library activities , The activities like acquisitions classification , Cataloguing , Circulation maintenance , information retrieval etc. known as House keeping operations which are labour intensive can well be operated using computer. A Computer has revolutionized all field of knowledge . It has been gradually weaving electronic webs in various parts of the globe for years now. Now it has being used extensively in libraries . Today , information technology coupled with computer technology has conquered even space and time with regard to dissemination of information . Increasing volume of information on one hand , and increasing number of users and their specialized needs on the other hand requires newer methods for organizing information and new service such as the selective Dissemination

information service became possible only because of computer. The Main objective of such systems appears to be maintenance , development and control of the documents pertaining to a library collection. Such systems are intended to support selection , ordering acquisitions , cataloguing and circulation control of library collection. There are different type of systems which can be used by small and large libraries . Recent systems are generally grouped into the areas of online ordering , faster catalogue creations , improved authority control , circulation control interlibrary loans , management information OPACs and community information.

Need for Library Computerization :-

The reasons which favors computerization of Library activities are : Exponential growth of knowledge and information . (Information now is largely available in machine – readable forms) emergence of information network sat national and International levels etc. require computerization for access greather possibility of online and remote database searches and resource sharing among libraries. Hence library Automation is very much essential to control the every increasing knowledge / information established links between library information system. , provide speedy and accurate service as well as save the times of the readers , increase the performance efficiency of the library staff provide customized service to readers. Facilitate electronics , browsing and retrieval avoid supplication of technical processing and help obtain and maintenance multiple records /Files eliminate wastage of labor generate useful accurate statistics for decision making etc.

Steps in Computerization :-

Computerization requires planning designing and implementing planning involves identification of the activities to be handled , selection of software systems. Training and retraining of the library staff and education the users. Systems designing requires a careful discussion among libraries . programmers systems experts as to the purchased of computer with suitable configuration including peripherals software packages put up by vendors genies or alternatively developing suitable packages etc. systems implementations is the process of making the newly

designed systems full operational . This can be done in any of the three methods viz direct , parallel and pilot conversion methods . In direct conservation the new system simply replaces the old on a decided date , The parallel conversion methods means running the old and new systems parallelly for a specified period in pilot conversion only one selected areas is tested with the systems If it works properly the other area are converted to the new system in a phased manner.

Library Operations :-

Library Activities can be grouped into two broad categories house keeping operations and information storage and retrieval housekeeping operations cover acquisition classification cataloguing Circulation , serial control stock , maintenance and administrative work.

Areas of Automation in the Libraries :-

The information scientists have been very much affected by the significant capabilities of the computer in the field of information services that's why the computer is being used in the following areas of the library functions for automations.

1) House keeping Operations :- As a first step in planning process it is desirable to for mulate a model for computerization listing all itemized and prioritized information systems being maintained on a manual basic by the library . for this exercise it is necessary to break down these procedures into their constituent parts , when futher subdividing these activities , each item is to be considered of its functional elements . The house keeping operations of Libraries are the acquisition cataloguing classification , Circulation of books and serial control.

2) Information retrieval :- The enormous of growth in the published in formation and increasing specialized nature of the literature have resulted in serious problems in accessing in formation ie retrieving information on a given topic and in be coming aware of new pieces of information the use of computers has become an important application for solving these problems and permit access to the users , These accesses are called information retrieval (IR) systems IR systems for bibliographic application are generally characterized by the fact that they permit

very large record size , Boolean search capabilities and flexible out put formatting.

3) Computerized Index :- Computers in KWIC indexing compile the indexes . In computerized indexing the need of making content analysis is already become low and no need to analyze the whole texts The document and information should be according to KWIC indexing . It is easily prepared in a very short time by computer with the aid of keypunchers.

4) International information Systems : The application of the computers has given the help in establishing international system for information dissemination that was some time not possible . It is not difficult to computer universal bibliography today about which outlet and Henery la Fontaine thought first before the universal catalogue of scientific literature is also is difficult hard and impossible today which royal society of London thought one . In this way the computers has made possible the establishment of information system of international levels such as INIS , AGRIS etc.

Make users aware of your new systems and services :- Motivate them to use the system train them in using the new system and services effectively

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Problems : -

The problems that may be encountered are wish installation cats , corruption of stored data to power failure of fluctuation etc. possible software piracy frequent up gradations of computer memory and its peripherals hardware failures psychological barriers etc.

Solutions :-

Following are the solution though initial costs are high overall it may prove cost effective more over speed and accuracy can be achieved with less effort having backups using stabilizers and ensuring uninterrupted power supply are some of the remedial measures software piracy must be avoided by having passwords for the program me. Frequent up gradation can be avoided computer with high storage capacity are bought initially hardware problems can be

minimized if computer professionals are either appointed or hired for consultancy .

CONCLUSION

Use of computer in any library depends on the personnel who implement the programmed Interest and conviction on the part of the Librarian and the staff the support from the authorities , choice of compatible hardware and software systems. Appropriate man power are the important factors of successful accomplishment.

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