A Study On Library Management Using Electronic Resources

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ABSTRACT

Today availability of Electronic resources in a library is very common. The studies use a variety of electronic resources including observation surveys and performance of online resources among the staff and students. The goal of this report is to provide information that librarians can use to make important decisions about collections organization and manage the electronic resources to the library.

Key words : Electronic resources, Library management, Technology.

INTRODUCTION

Today we are living in the age of information. The information is a dynamic and unending resource that affects all disciplines and walks of life. Over the past few years libraries and information centres have been greatly affected changes in IT. IT is now able to create new product and machines that can be used independently. Library management is a sub discipline of institutional management that focuses on specific issues faced by libraries. Library management encompasses normal managerial tasks as well as intellectual freedom and fundraising responsibilities. Libraries of all sizes and types are embracing digital collection although most libraries will continue to offer both print and digital collections for many years to come. New purchases and purchases of journals, magazines and indexing services are heavily weighted toward digital. Libraries prefer digital collections for many reasons because but not limited. Digital collections save space and are easy to maintain.

OBJECTIVES

- Know the different types of electronic resources and services available in the library
- Both faculty and students use and like electronic resources and most readily adopt them if the resources are perceived as convenient, relevant and time saving
- Experts in different subject disciplines have different usage patterns and preference for print or electronic.

- Print remains the most popular medium for books, e book use in still in the very early stages
- Most e journal users still print out articles that are judged useful.
- Printing format such as pdf is popular

THE ORIGIN OF ELECTRONIC RESOURCES

For an easy access of books in library there was a common use of computers. In the mid 1990's web based electronic resources were widely available. This chapter is intended to convey the broad sweep of change that characterized the development of library electronic resources from the 1960's to the early 2000's as well as a sense of the underlying issues that remain the same. An understanding of the development of library catalogs, databases, electronic serials and electronic books may lead to a fuller understanding of the current environment and provide inspiration for the future. The pursuit of electronic resources by libraries was driven by the core values of library science. Each technological development in library electronic resources during the 20th century was intended to make access to resources more direct convenient and timely for the user. The implementation of electronic resources made the library a growing organism inherent in the use of constantly changing technology. The main sorts of electronic resources a library might use are those provided by the internet and world wide web databases such as electronic journals, electronic books both in digital format and otherwise.

FEATURES OF ELECTRONIC RESOURCES

ACCESS

- Restricted for free resources
- Open resources

COVERAGE

- Full coverage
- Partial coverage
- After a certain year
- Up to a certain year
- May contain gaps

CONTENT

- Partial
- Full text

CHALLENGES OF MANAGING ELECTRONIC RESOURCES

- Inadequate library funding
- Lack of adequate technical infrastructure such as software, hardware and internet facilities
- Lack of technical skills among librarians
- Lack of computer skills among students

EVALUATION OF ELECTRONIC RESOURCES

- To identify the electronic version have the retrospective data
- To check the content of the electronic resources with relevant to the users as well as to the collection as a whole
- To check whether the information is often updated or not
- To identify the methods of accessing of electronic resources available
- To identify the resources needed to maintain and redesign the library web site identified
- To check the staffing needs for training of recruiting with the existing technology
- To determine the electronic resources have affordable price

ADVANTAGES OF ELECTRONIC RESOURCES

MULTI USER ACCESS - A networked product can provide multiple points of access at multiple points in time. SPEED ACCESS - An electronic resource is lot quicker to browse or search to extract information from and to integrate that information into other material and to cross search or reference between different publications. FUNCTIONALLY - Electronic resources will allow the user to approach the publication to analyze its content in new ways by click of the mouse on search mode. CONTENT - The Electronic resources can contain a vast amount of information but more importantly the material can consist of mixed media. ACCESSIBILITY - The users can access the material from anywhere in the computer within the LAN. GUARANTEE OF ELECTRONIC ACCESS - Digital library the assurance for all information from world net. WEB BASED MATERIALS - Materials are downloaded from net. RESOURCES BE AVAILABLE PERPETUITY – Accessed materials by the learner can be use for long term. USEFUL BOTH FOR FORMAL AND INFORMAL LEARNING – The digital libraries useful for regular and irregular learners. POSE COMPATIBILITY PROBLEMS – Problems will come for all users in the same manner and it can be solved easily.

IMPORTANCE OF ELECTRONIC INFORMATION

The focus of the electronic information digital library inititative is to aromatically advance that means to collect store and organize information in digital forms. All in user friendly days due to the increasing advances in information technology. Both scholarly and recreational materials are being made available in electronic formats either in addition to or instead of print the costs of creating storing and transmitting digital information have decreased and the technology to support distribution and access is wide spread. Digital libraries support service improvement

information search and navigation acrom electronic resources are faster with enriched points of access and alternative methods for browsing and exploration. The resources themselves can be segmented rearranged annotated and enhanced in ways not possible before and can be directly integrated with desktop productivity tools for local analysis and processing. A digital environment enables crom community interactivity and collaboration regardless of physical location. Also digitilation presents opportunities for long term presentation of knowledge it not of the original carries of that knowledge.

BENEFITS OF ELECTRONIC RESOURCES

- Ease of searching and powerful search and retrieval capabilities
- Remote access to resources from outside a single physical library
- Consolidation of many volumes and years into one searchable file
- Inclusion of video and sound
- Reduction in theft and multilation
- Content including formulae and graphics that can be extracted and manipulated
- Use by several people simultaneously
- Easy export for binding storage and stack maintenance
- Hyperlinks which move beyond the linearity of print within documents
- Access outside the library's normal hours of service

ELECTRONICCONTENT MANAGEMEN SYSTEM COMPONENTS

- Manage the system itself
- Document imaging for capturing transforming and managing library resources
- Managing electronic resources
- Build sites and sub sites which has to be incorporated in home page
- Import or utilize data from external systems
- Output content in multiple formats
- Maintain a centralized content repository
- Search content based on metadata
- Present content individually
- Support personalized information requirements
- Content management for check in and check out archival version control security and library services
- Efficient navigation
- Performance management
- Show usage report files
- Access learning objects from wireless handheld devices
- Integrate with third party search tools

FEATURES OF LIBRARY MANAGEMENT SYSTEM

- Classify the books subject wise
- Easy way to enter new books
- Keep record of complete information of a book like book name, author

name, publisher's name,year of publication, cost of book, book bill number

- Easy way to make a check in
- Easy way to make a check out
- Different criteria for searching a book
- Easy way to know the status of a book

CONCLUSION

The role of library professional is continuing to evolve with the adoption of internet and www into the profession of Librarianship. With a variety of users electronic resources moved forward with great strength for the people. The infrastructure to use the resources is not adequate and can hinder the ability to meet the requirements of users. Electronic resources offer many advantages to libraries and their users. They can save library space and staff time. Most libraries continue to operate in a dual environment print and electronic resources. Digital libraries can be housed in a very small room and can house a large amount of data. The future of library and information services is closely linked to the electronic age and the new technologies will create collect store process and retrieve information and deliver across the globe.

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