



Library Automation In The Academic Institutions

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Abstract:

The paper provides an overview of the state of the art of automation for academic institutions such as libraries and information centers. The use of information and communication technologies (ICT) enables easy and immediate access to information. Library automation has helped libraries keep up with the latest developments. This provided thoughtful accuracy, flexibility, and reliability in the library and information center. Library automation reduces the hard work, saving time, accuracy, and speed. This increases the efficiency of technical processing of library materials and improves the efficiency of library administration and management. Nowadays, practically libraries and information institutions use library automation for their halls. Improvement in library operations and library facilities in India since the 1980s.

Keywords: IT and interactions, management and administration, technological advancement, and operations of libraries, and educational institutions

Introduction

Libraries today are going through a process of major changes under the influence of information technologies and the use of computers in library work. The employment of technological devices and networking technologies in libraries is known as library automation. Library automation is a general term for information and communication technology (ICT) capable of replacing manual systems in a library. Library automation, then, means the use of machines to perform a variety of routine, ongoing, and bureaucratic work related to library functions and spaces. According to Webster's New International Dictionary of the English Language, automation is defined as "the automatically controlled operation of an apparatus, computer system, by means of a mechanical or electronic device, substituting the human organs of observation, effort, and decision-making" (Gove 1966).). Automation is a technique connected to the creation and implementation of procedures and systems that reduce the need for people to participate in a process, according to the Encyclopaedia of Information and Library Science (Kent, 1977).

Why Automate? In the daily activities of the library, we use computers, information, and communication technologies. Many libraries

and information centers have adopted library automation for the benefit of library patrons and staff. The main goals of library automation are:

1. **Improve living space**

Library automation has improved library facilities and disseminated timetable information. Save time and human resources by adjusting compliance quality to improve library collaboration and coordination

2. **Reduces costs**

Elimination of duplication, and maintaining identical delivery costs.

3. **Improve access**

There are no access restrictions; Anyone can access information on their computer. Good luck with the resource-sharing and networking

4. **Better control and management:**

By establishing a well storage and delivery system, library staff can manage and control the entire circadian adjustment routine. Staff removes materials from the library quickly and in a timely manner.

Areas of Library Automation: Automation of library functions (acquisition, cataloging, sharing, bibliography)

1. Use of electronic sources within the library (e.g. CD-ROM)

2. Access to remote electronic resources (such as the Internet)
3. Home automation (e.g. word processors, spreadsheets, databases, etc.)
4. Accommodation for customers (e.g. computer room, multimedia center)

Basic Requirements of Library Automation:

1. The right collection.
2. Financial support (including the purchase of network equipment, software, and cabling, Internet connection fees, administration costs, hardware and system software maintenance costs).
3. Computer equipment.
4. Library software.
5. Training of staff and users.
6. Maintenance and development.

Advantages of automation in libraries

1. Improving productivity/efficiency related to labor and staff service, debt collection.
2. Accurate and up-to-date information, better use of information resources through better access.
3. Improved resource sharing between libraries over virtual directories or networks.
4. Better control of plant movement.
5. Reduce the time employees and customers spend getting the right information.
6. Facilitates interlibrary loan.
7. or Eliminate Duplications/Reduce Duplications.
8. Avoid duplicate cataloging efforts.
9. Optimize the use of human and non-human resources.

Employee benefits

1. Increase staff work efficiency.
2. Quickly access library holdings and hand them over to a research-enabled user.
3. Develop new ways of communicating between staff, particularly between IT departments and library staff.
4. The decision-making authority of staff.
5. Improved IT awareness of employees and customers.
6. Acquisition of new skills and knowledge.

Software required for automation

1. Knowledge explosions lead to multiple specializations and an uninterrupted flow of information (document growth).
2. Availability of information that appears only in electronic form (e.g. CD-ROMs, Internet resources, databases, graphics, audiovisual and electronic media, etc.)
3. IT challenges for librarians.

4. No space.
5. The different needs of libraries and their limitations.
6. Increasing the level of service and quality of production.
7. Addressing needs that cannot be satisfied by a manual system, such as the provision of resources in a library.
8. Excessive repetition and duplication of works, internal operation of libraries.
9. Networking, sharing Internet resources and applications in libraries.
10. Society's expectations of libraries.
11. Accuracy and punctuality.

Housekeeping Activities

The housekeeping activities are essential for the day-to-day functioning of the library. These include:

1. Procurement (ordering, receiving, and invoicing of materials).
2. Circulation (classification and indexing of materials).
3. Cataloging (loan of material to clients and recovery).
4. Series control (magazine and newspaper tracking).
5. OPAC (public user interface).
6. Management.
7. Reminder: For library readers and book and magazine sellers.

Services to Users

1. **Public Access Online Catalog (OPAC):** An electronic repository of resources, bibliographic information, and articles.
2. **Distribution:** Allows librarians to receive and dispense materials, process renewals or suspensions, and enter payments.
3. **Reference Services:** for users and other communities.

Resource Sharing

1. **ILL:** for resource sharing.
2. **Cooperative cataloging:** Division of cataloging work among a group of libraries.
3. **EU Catalogue:** Allows easy identification of the resource in complex library resources.

Conclusion

No mature automation plays a significant role in the ICT environment through the automation of libraries and information centers; We get cheat info without wasting time. The advantages outweigh the disadvantages. ICT will stay with us and society will become an

information society, requiring the use of ICT to improve access to information.

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