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Goals of library management activities

P Britt[*]

Department of Library and Information Science, Columbia University, New York, USA

*Corresponding author. E-mail: parsibrit@rutgers.edu

DESCRIPTION

This refers to the mechanization of traditional library activities such as retrieval, journaling, cataloguing and lending, and is usually distinguished from related areas such as information retrieval, automated indexing and abstraction, and automated text analysis. However, although no clear distinction is maintained today and may include relevant areas, telecommunications and reprographic (Manglik, 2013) techniques support library automation and therefore play an equally important role play.

The use of a computer to automate common library processes such as cataloguing and circulation. Librarians use computers and other technologies to support systems and services. For example, switch from a card inventory to Online Public Access Catalog (OPAC) or from a manual lending card to an integrated library system (Wang, 2009).

Library automation software is very useful. This eliminates the need for humans to do the tedious task of organizing and updating catalougs.

Library automation is a new trend in library management (Castiglione, 2006) that is increasingly accepted by libraries around the world. Automated tools have enabled librarians to address some common issues, including: Heavy workloads, inefficient workflows, poor quality of service to users.

Purpose and Need of Library Automation

The exponential growth of information has made manual system redundant requirement of computerized information is stored as:

- Update your library.
- Protect the fourth form of library science by saving the reader's time.
- To make library services cost effective.
- Improved efficiency and work speed.
- To facilitate the collection and retrieval of information.

Goal of Library Automation

The Information Explosion has created a large amount of literature in all areas of knowledge. As a result, large amounts of printed matter are brought into the library, making it is impossible for the library to manually manage the collection (Granello, 2004). Today, some users do not have the time to search for necessary and relevant information in a dense heap of information. You don't have time to go from shelf to shelf to get a book. Most of libraries are not yet automated. The various elements required to convert a manual library system to an automatic library system are:

- Cheaper.
- To effectively share resources between different libraries in the region.
- Make good use of the services of existing staff.

Library Management Activities

Library automation can be defined as using automated and semi-automated data processing machines (computers) to perform traditional library management activities such as acquisition, circulation, cataloguing, browsing (Wang, 2009).

Acquisition: Automatic Acquisition System is commonly referred to as a book ordering system that automates the various steps associated with the traditional acquisition process. Acquisition is the process of developing a library's holdings by selecting, ordering, and acquiring documents.

Serial control: Serials control is thought to be the most difficult of library housekeeping processes to automate. Serial control system revolves around the tasks of making new subscription, renewal, and cancellation of subscription.

Cataloguing: The intellectual work of describing an item or document and analysis in its subject content has been done by the staff

The Library System is Automated for the Following Purposes:

- Improved access to collections for systematic database facilitates access to collections.
- Time Saving for users by automating the database.
- Easy maintenance is provided.
- To generate a report on this machine.
- Improve your search process with advanced search options.
- Better interface with library users
- Provides embedded information.

The management of the library system is comprehensively responsible:

- Track the number of books
- Create book categories
- Add book management
- Book details and purchase date
- Check book availability

- Publish books and enter details
- Security of library assets

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