

Public Libraries as Public Notary Office Bookkeepers as Notary Officers

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TABLE OF CONTENTS

1. Executive Summary	4
2. Introduction to Library	5
2.1 Significance of Library in Daily Life	5
2.2 Types of Libraries	6
3. Present Scenario of Trends of Book Readings	8
3.1 Benefits and Challenges of Physical Readings	11
3.2 Benefits and Challenges of Online Readings	12
3.3 Reasons for Library Engagement from the Perspective of Users	14
4. Issues of the Current System	17
5. Current Roles and Responsibilities of Librarian in the 21st Century	18
6. Problem Area	20
6.1 Challenges Faced by the Librarians Regarding Authentication of Documents	20
6.2 Threats Involved with Unpublished Books	21
6.3 Ethical Issues Involved with Authentication and Publication Process	23
6.4 Importance of validation for unpublished papers	24
7. Role of librarian as a Notary Officer	26
7.1 Validation and Credentials by Librarian	28
8. Proposed Plan	30
8.1 Workflow Process Chart	32
8.2 Significance and Use of Validation Tools	34
8.3 Authentication Process for Published and Unpublished Work	38
8.4 Including Unpublished Papers for Public	41
8.5 Physical Book Available in the library	41
8.6 Online Book Available in the Portal	42
8.7 Fees of a Notary Officer	43

9. Reasons of Book Not Being Published	43
10. Process of Validation	46
10.1 Knowing about the Authors and the Associated Degrees	46
10.2 Depth and Breadth of Arguments	46
10.3 References and Evidences used in the work	47
10.4 Fitness of Book with other Knowledge in the field	48
10.5 Biasness of Emotion	49
10.6 Declaration of Original Work	50
11. Rating and Review System	53
11.1 Rating and Review Process by Central System	53
11.2 Feedback from Readers	55
12. Upload Procedure after Review of Documents and Books	57
12.1 Future Opportunities for Published, Unpublished and Unfinished Work	60
13. Benefit of bringing notarization	62
13.1 Benefit in Literature Content	63
13.2 Benefits of Notary in Education Sector	64
13.3 Benefit to the Public	65
13.4 Benefits to the students	66
13.5 Benefits to the Academicians	67
14. Limitations Involved with the Plan	68
15. Ways to Ensure Error-Free System	70
16. Conclusion	73
17. References	74

Library, Librarian, Notary officer, central system, government, unpublished books, published books, online library, authors, readers, book reading, notarization, rating, review, public, publication, validation, E-book, process chart, fee of notary, education, technology, roles and responsibility, benefits, challenges, issue, manuscripts.

1. Executive Summary

The primary purpose of having a library within a society is to provide enough services and resources to meet the needs of individuals and groups for personal as well as educational development. It plays a significant role in maintaining and developing a democratic society by providing individual access to a varied and wide range of knowledge, opinions, and ideas irrespective of the personal background of the readers. It is important that a public library actively supports literacy, which can be considered as the key to knowledge and education. The focus on the construction of libraries also plays a vital role in developing a nation. Considering the significance of the library in daily life, this paper intends to propose a plan for the development of the mechanism of the library. In other words, the current roles and responsibilities of the librarian in the 21st century can be said to as limited to organizing the materials, indexing and assembling databases or preparing new materials. As library is for the betterment of the public, it should provide some extra services. This plan involves providing librarians with power such that they can authenticate and authorizing documents, files, writings, coins, manuscripts and maps, audio and video recordings. These pieces of information would include both published as well as unpublished ones. According to this plan, the librarians would be able to declare those works as original through the process of validation and then upload it. Nevertheless, before uploading the procedure, the central system would check the documents and the authentication process of the librarians, thereby rating it and then ensure whether they are eligible to upload or not. Finally, the readers would also be able to review and provide feedback on the uploaded files. Hence the validation of the credentials would be done by three checking systems involving librarian, central system and the readers. This plan is expected to enrich the post and role of librarians within society. Further, it is supposed to provide benefits to the students and academicians for selecting the library as a career opportunity too. Finally, the authors and readers would be benefitted too by obtaining authenticated pieces of information.

2. Introduction to Library

2.1 Significance of Library in Daily Life

The world library, as observed by Sucan, Moll, and Kavraki (2012), has been derived from the French word “Librarie” which means the collection of books. It plays a vital role not only for academicians but for society as well by providing free educational resources to each and everybody across the nation irrespective of personal background. Libraries also play a crucial role in strengthening the local communities financially by providing workspace for the bookkeepers, telecommuters and other employment opportunities. A library can be of different types like school library, college library, office library or community library etc. and collection in the library may vary from books, periodicals, newspaper, manuscripts, maps, documents, and other formats. At the same time, libraries can also be considered as a storehouse of knowledge that assists in the development of a nation as well. In other words, the libraries help the learners to improve their language learning skills through the form of books, periodicals, online resources, audio-books and so on. Public libraries especially expand the collection of non-English articles as well to create more inclusive and coordinating environment for every kind of reader, irrespective of their origin. Through preserving history, or briefly the truth, libraries act as a defender in the society to fight against any sort of misinformation. It helps in keeping the public informed with facts, instead of confusing them with fiction.

These hubs of information centers connect communities, in turn, benefitting every people. Nevertheless, supporting the opinion of Vedaldi and Fulkerson (2010), it can be said that librarians or the bookkeepers are the leaders of the libraries, acting as torchbearers for real information and facts. They are the ones on whom the services of libraries rely on, serving as significant partners for sustainability. Apart from the information hub, libraries also serve as the catalysts assisting in addressing social problems. These knowledge centers are also responsible for identifying the demand of the communities at a first stage via daily interaction with the different kinds of the people. This gain in information puts the libraries in the best position in the context of bringing local issues to the government bodies and also addressing the needs and wants of the society. In a way, it can also be said that the libraries strongly reflect the democratic values and political life of the common people. At the same time, it also helps in providing helpful information to the immigrants of a nation, thereby helping them to connect with new communities and presenting support for the patrons. Hence, undoubtedly libraries are still significant in the modern dynamic world assisting people in daily life.

2.2 Types of Libraries

Public libraries were mainly started by the intellectual community. Public library provides appropriate information sources and service which can sustain economic and social development. It has a vital role in supporting educational institution in our society. With abundant production of books, fast-changing lifestyles, extensive education and knowledge, advancement in technology and increased literacy levels have an immense impact on the society. Due to these factors, there is a rise in reading. The people who are interested in reading books demanded a library where every people can have access. Thus, it gave rise to the public library. A public library system has central and state branches. It was designed and developed through legislation and financed by the government (Hoppenfeld and Malafi, 2015). Therefore, the public libraries were distinct from other libraries having clear dependability and authority to serve the public in general.



Special libraries were meant to serve a particular institution that had a specific role to play and they were mainly one subject library. For example: Government library offers research services and access to information for government staff and the public. Law library assist lawyers, law students, judges, and law clerks establish and organize legal resources. They vary in size, depending on the institution they serve. The special library is managed by a single librarian working unaccompanied or only with clerical support. For example, they can serve any hospital, law firm or any industrial company. The swift industrial developments catalyzed by advances in systematic and technological advancements in the post-industrial era, quite a few industrial enterprises were developed. This demanded special literature for huge scale industrial production of goods and services. With the advent of industrialization, the business sector grew rapidly and the commercial activities increased too. This demanded the rise of special libraries.

Another type of library is the school library. The school library exists to offer a range of learning opportunities for both large and small groups as well as individuals with a focus on intellectual content, information literacy, and the learner. The function of the school library is limited to the students and the teachers respectively. A school library serves as the center and coordinating society for all material used in the school. A school library is committed to support students and promote high quality reading and learning opportunities. It helps to grow the habit of reading books at present and also in the future too. It also imparts knowledge to the students. School libraries have a positive impact on student achievement and enhancement of knowledge. The school library aims to ensure that all the members of the school community have equal access to books and information (Kuhlthau, 2010). A school library is distinct from other libraries because it is learner specific library that supports and extends the school curriculum.

3. Present Scenario of Trends of Book Readings

Reading activity is one of the vital aspects of life. Reading enhances knowledge, helps to motivate the reader. Reading is connected with literacy and cultural expansion. Reading is a purposeful activity, where a person reads to gain information or enhance existing knowledge. Reading also enhances the power of communication. Widespread reading enables readers or learners to attain competencies in language skills. Reading is a productive tool that increases vocabulary, helps to gain motivation, increase the reading capability and also improve the skill in general. People who love to read should read various kinds of books to gain knowledge. A reader must read historical books, books on science, fictional books, non-fictional books, books on travel and literature. Reading all the various books will gain confidence in the mind of the readers. It will help to transfer the knowledge from one person to another. It will also enable a reader to know about the cultural differences of the western world with that of the native country. According to Kofi Annan, the former secretary general of the United Nations (2013) said that Literacy does not create a barrier in the process of learning; it also helps in the overall development and health. He further said that it paves the path for democratic participation and active citizenship.

Skillful, critical and voluminous reading is one of the most essential habits a person needs to develop to have a prosperous and happy career. Extensive and intensive reading leads a person not only to higher standards but it takes the person for a most fulfilling, challenging and productive career as well. Reading various books of different genres and levels enables a person to develop a confident personality in the future. Reading books helps in reducing stress. After a long tiring day at work, a good book with a good story reduces stress to a great level. Reading also helps in the memory improvement and overall enrichment of children who have just kept their feet in school. In the era of technological advancements and the digital media world, books help in the improvement of focus and broads the level of concentration. Books to avid readers are a form of entertainment. In places where there is a free library, an avid reader is the happiest since it gives entertainment. Reading good books teaches a person the art of writing any kind of work. Therefore, people who love to read have their world and limitations. Reading is one of the best things a person can possess within them. Reading habit is one of the best habits for a literate and cultural society. Reading enables a person to develop personality and also enhance the proper thinking method to grow culturally. It also enables readers to create and develop new ideas in every aspect of life. Presently, due to the influence of social media, there is a

decline in the habit of reading books. It is a necessity to develop the reading habit in every individual. It is said that books are the best friends in one's life. It is especially important for the younger generation to grow the good habit of reading books since it improves the communication capability, helps to gain knowledge, it helps to escape from the real world, improves personality and gives mental peace to the mind. Books play an important role in the upbringing of an individual and guide in the whole journey of life. There are a variety of strategies that are evolved recently to improve the reading skills and habits in the younger generation. There are a lot of motivational practices that urge the present population to read books. The computerized reading management system uses loyalty or reward points to enhance the readers to read books. This is a tactic of encouraging readers to read a wide variety of books.

Nowadays, a computerized reading management system is also implemented in the school so that the students develop the habit of reading good books to gain knowledge. Students are awarded rewards or points based on the hardness of the books. Often prizes or certificates are offered which adds to the credit of the student in the future. Another method which aims to develop the reading habits in students is the Sustained Silent Reading (SSR). This program is beneficial since it allows the students and teachers to devote time to read books. SSR provides the opportunity to read an array of authentic texts and allows them to read for their idea and enjoyment. This enables students to develop a good habit of lifetime reading skills. The printed book is still the best medium regardless of the growth of digital books. Research claims that people reading e-books have increased from 17% to 28% from 2011 to 2014. The romance and thrillers are the best genre the readers have selected. The greediest readers are the college students who read in both print and digital form. People who have a higher level of education are especially engaged more in reading books than those who are less educated. According to Curzon (2018), it is noticed that children are reading comparatively less. From 2012, there has been a considerable reduction of 1% among the UK children reading books for enjoyment. There are quite a lot of people who are interested in reading books. They try to connect with the author by any means to get a first copy of the book despite old or new. People who are interested and love reading books, they try to gather and purchase the different kinds of books from all the bestselling authors of the world. They pay a huge amount of money in buying books and also in transportation from overseas directly from the author. The joy of reading a book from the favorite author with the signature in the book gives immense pleasure in the mind of the readers. There are quite a lot of people who indulge in this kind of activity frequently.

They could have easily downloaded the book from any site to read but the joy of reading a printed book is incomparable to the e-book. Those who love books, they consider it as an asset. The improvisation of the printed book is evolving in recent times leaving behind the technological advances in the globalized world. Printed books promote sharing which enables to transfer of knowledge. Also, the printed books last longer for the future generation to use. Teenagers and also the middle-aged people love to read different novels and stories. Some of them prefer to read in printed books because the fonts, the colorfulness of the book and the smell of the printed books give pleasure in the mind of the readers. In the e-books, there are no variations but the printed book has new features which the readers are crazy about.

According to the report of Flood (2019), it is said that about 62% of the US population found that the internet did not provide useful, sufficient and important information. Around 53% of the natives supported the fact. Flood (2019) also stated that most of the parents in the US do not support the idea of digital books since they do not want their children to stay attentive to the gadgets. According to Cooke (2018), Kantar Media has researched on the reading of books in the UK. In the research, it is said that 56% of the UK adults have read a physical book in the last year. However, people did not depend on digital books for pleasure. In the global world too, there is demand for physical or printed books rather than the digital counterparts.

As stated by Spring and Levett (2017), Nielsen tracks the physical sale of books in countries such as the UK, the US, and Ireland. However, there is a decline in sales in some countries such as Italy, Spain, Australia, and South Africa. In Brazil, there is a considerable amount of the sale of books in the year 2014. But in the year 2015 and 2016, it declined considerably. According to Cooke (2018), The Kantar Media has made several variations according to the age group. Between the age of 15 to 24 mostly read fantasy and adventurous books, 35% have a keen interest in the books related to science fiction. But above the age of 65 years or more, 34% have an interest in books of gardening and home. Around 29% of the people of the same age group have a deep interest in historical fiction. However, it can be revealed that people have different preferences in the choice of reading books daily. In the world of digital transformation, the preference for the printed book is no longer hampered. Global studies show that there is an increase in the buying of books despite the e-books available at low cost. With the availability of the internet widely, e-books are available from every corner of the globe. E-Books are eco-friendly since it saves trees but still, people prefer printed books. However, since the world is changing to automation printed books will become obsolete in the future. In a nutshell, it can be said

that printed books are in demand through digital books and are also gaining importance and it will also be the future a few years later.

3.1 Benefits and Challenges of Physical Readings

According to science, printed books are way much better than e-books. Printed books are healthy for heart and mind. People who read books remember the plot of the story more easily. It helps to achieve information more authentically. Print readers are beneficial because they scored higher in the areas of compassion, fascination in the book and understanding the plot to a great extent. Print books help children to read in a better way than e-books. It has been found that children do not understand the narrative when their parents share the story from the e-books. Printed books enable children to gain more knowledge since it is in their hands. They can turn around the pages according to their wish to check the last sentence or the last incident that the plot is about (Wasik, Hindman and Snell, 2016). Few children are attracted to digital books; in that case, they are not knowledgeable. Physical books are comforting to the eyes since there are no harmful radiations from an electronic gadget. People who read e-books are often distracted easily.

Due to internet access everywhere, people search for keywords other than reading the book. With a printed book, there is no chance for any kind of distraction or pop up notifications. There is no problem with link failure while reading a printed book. There are fewer health problems if people read a printed book. It does not stress the eyes and helps in good sleep. The readers believe that having a wide collection of books helps to gain more knowledge, both for students to older people. Having a library of books in the home encourages students to read for better knowledge. The printed book thus gives joy and happiness to the readers. Printed books are loved for the genuineness which the readers cannot forget. Printed book also helps in the mental stimulation of the readers. Physical reading keeps the brain active and engaged. If the book has a great story, it can reduce the stress of the readers too. The main and important benefit of reading books is that it enhances the knowledge of the readers. There are various challenges to printed books. Printed books are burdensome to people and are not easy to carry from one place to another. Avid readers find it difficult to carry. Some paper books are easy to carry and some paper books are heavyweight and voluminous that is difficult to carry. Readers who love books find it difficult to carry around while traveling, leaving their finest form of pleasure (Finkelstein and McCleery, 2012). Printed books are causing environmental degradation to a great extent.

Trees are being cut down for the printing of books and as a result, it leads to depletion of natural resources. Though printed books are eco-friendly, still it is harming the environment. With the increase in technology, it is being difficult to maintain the physical reading among people. People are being more digital-oriented and some books that are not available in the market readily but available on the internet at a nominal cost. In that case, it needs to be purchased directly from the author. Sometimes it becomes unbearable for the people to buy that book with a huge amount of money and shipping charges. Books cannot be preserved for a longer time. Even the bookstores do not preserve the books for a longer period since it might be getting damaged. So, the booksellers start selling the books at a discounted price. Printed books can also be resold without the consent of the author.

The reselling of books and reprinting of the books without the consent of the author incurs a huge loss for the author. After prolonged wear and tear of books, the pages of the books become loose and are lost. Thus, it becomes difficult for the reader to relate to the story. Printed books are fragile and it is prone to damage from various types of elements. Unmindful people have a high tendency to lose books, which at times might be difficult to buy later due to various reasons. Another difficulty is that printed books that have to be ordered or purchased take a lot of time. Sometimes, time is lost in shipping and delivery; also, time is lost for traveling to the store for purchase. However, there are many pros and cons of printed books, avid readers are subject to face.

3.2 Benefits and Challenges of Online Readings

Printed books in opposition to digital books are an age-old debate. There are chunks of people who love printed books. Those who are tech savvy are in love with the digital version of the book. The publishing industry has also entered the digital world to make reading more convenient and hassle-free for the people. More or less, schools, corporate sectors as well as the financial sectors are moving towards e-books for training purposes. Digital publishing is blooming widely over the print version for quite a long period. The several benefits of online reading are: convenience, faster and cost effective, richer content including videos and links, easy to search with help of keywords. The e-books are easily portable, lightweight and are easy to carry. Instead of carrying multiple books at one time, thousands of books are carried in one single device (Antón, Camarero and Rodríguez, 2013). It saves a lot of space in the home as well as in the bag. A single gadget is enough to store various books for a long period, maybe for a lifetime. Students benefit the most since they do not have to carry the load of the books every day. It is very convenient to use. As the technology is being more advance day by day,

online reading is being more convenient. Smartphone with big screens, tablets, laptops and computers make the online reading quite easy.



E-books are easily accessible from all the corners of the globe. E-books can be downloaded anytime and can be read later also. Students and corporate sector employees are most benefited with the evolution of e-books. They can read the book anywhere mostly while traveling to an office or other places. There are some of the e-readers who offer offline reading, allowing the reader to read books without internet connectivity. The contents of the book related to the plot or any information regarding the author can be updated at any time. The publishers provide the up to date data, providing the user of the e-books with the latest digital content (Staiano and Calvert, 2011). Time is also saved in the reprinting of the changed information. The contents of the e-book can be shared with multiple users. There is a special social feature of the e-book. The e-book allows the reader to comment on the text and also there is an option of like and dislike in the end. This feature allows the other reader to judge the book without knowing the narrative. E-books are planned with the read-aloud feature. This feature allows the reader to listen to the e-books while driving or doing any other work. This feature is also useful to readers who have an optical injury. E-books are environment-friendly. It reduces the use of paper fully and also saving the printing cost for the publishers. Readers might think that since it is technology-based, it is too costly. But e-books have proven it wrong. E-books are less costly and can be affordable by any standard of people. It is less costly because there are no printing charges, packaging charges, and shipping charges.

With benefits come challenges. There are various challenges of e-books. The challenges of online reading are: expensive and not affordable, no internet, technological problem, eye strain, etc. E-books are the incorporated edition of normal books. Due to technological advancements, people are slowly getting accustomed to innovations. E-books are fine but sometimes they are unsatisfactory. E-books require special device otherwise it is difficult to read. The e-books are not much of a higher price but the device by which the book is read is too costly and it is difficult to bear for the reader of low income (Dwyer, 2013). E-books emit harmful radiations and it might cause health issues or problems in the eyes. Reader, who has eye problems, faces difficulty in reading e-books as it causes strains in the eyes. In e-books, all of the sudden information can be lost due to the virus attack. Previously downloaded books will get deleted and it will incur a loss to the reader. E-books have an unreliable life span. Printed books have a longer life span than most of the digital storage. Due to the widespread technological developments, it is very difficult to judge whether the software or the hardware of the digital book will be outdated. Many of the e-books require special software and, in that case, it might not be available to everybody. Failure of software or hardware may affect the e-books to a great extent. Full battery charge and good internet connection are required for the downloading of the e-books. However, there are various positive and negative aspects of e-books. Since e-books are the future it must be developed in such a way that no information is lost and the reader's mind is filled with happiness and pleasure.

3.3 Reasons for Library Engagement from the Perspective of Users

Considering the opinion of Mandel et al., (2010), besides a significant source of knowledge to the minds of people, a library can be called as a center of all the intellectual activities that serve as the storehouse of information. Due to its positive impact on both academic achievement as well as personality development, libraries never fail to engage its potential readers. Moreover, it's characteristic of ensuring that each student or each person has equitable access to the resources, irrespective of personal background acts as another reason for attracting the readers even in this 21st century. Continuing in the same vein, Goulding, Walton, and Stephens (2012) also claimed that integrating the technologies and information resources, nowadays libraries also equip students who have the necessary skills to succeed in a dynamic environment. This develops the appropriate skills within the learners to critically analyze the collected information and then apply it in the practical field. In other words, such skills assist the students in solving the problem and effectively communicate the findings. The habit of reading for emotional growth and pleasure is also developed by this knowledge center.

At the same time, libraries include a wide range of resources, from fictional and non-fictional books to research studies. Apart from the students, the libraries are also beneficial for the teachers with respect to the accessibility of relevant curriculum knowledge and materials for professional development. More particularly, libraries engage the readers by offering the opportunities to cooperatively plan, explore, evaluate and implement different learning programs. Nevertheless, it has been argued by Howard (2011) that the success of the library depends more on the proper selection of documents, books, articles, journals, and periodicals. In the case of public libraries, it is important to form a small committee of librarians who need to be responsible for selecting the appropriate books for the library. At the same time, it is also to be noted that the guiding principles in such a process of selection must depend on the trend and natural as well as the psychological interests of the readers.

Moreover, to engage the readers there needs to have trained librarians who have a love for books in order to understand the interests of the people. A well-equipped school library is thus essential for encouraging literary interests within the people. For the academicians, public libraries increase the vocabulary of the learners, extend their knowledge and quicken their intelligence. In fact, as per the perspective of Cunningham and Patel (2013), libraries can also broaden the outlook of people by placing an immense sphere of knowledge. For instance, it gives the training of punctuality by imposing upon them the inevitable need for borrowing and returning books within a fixed time. Also, libraries inculcate the habit of reading silently within the readers and also provide great opportunity to make the best use of the leisure time, in turn lessening the probability of getting undisciplined. Talking about the significance of public library, it has been stated by Aemi (2013) that as these types of libraries are most non-profit bodies. It is important to maintain properly by the common people.

Unlike other types of libraries, this type of library satisfies public information by providing all available information and different kinds of knowledge to segments of society regardless of nationality, race, gender, age, religion, disability, employment status and so on. In the modern world, besides printed books, articles and other traditional materials, these types of libraries also offer a wide range of modern technologies including audiobooks, e-books, videos, DVDs and also other media files. To engage a greater number of readers, the mission and roles of the public library have shifted from recreational reading to serving as economic, educational and social agents. Playing an important role in the lives of people as a source of knowledge creation and accessing information institutions. Its educational and self-improving skills have helped to include both formal as well as informal education. It has always

been observed as an educational resource for all people enhancing the literacy skills of people. Thus, in a way, it can be said that the public library engages readers by providing a range of information through learning materials that support literacy to the general public.

4. Issues of the Current System

The main issue in the current system is that the job role of the librarian is not prestigious and with the advancement in technology, the librarian job seems to be extinguishing. The work of the librarian is very monotonous. No youth wants to choose librarian as a career-option. The trend of online reading and E-books will soon diminish the role of librarian. In today's world, people get many exposures to read books and collect information from various sources like internet or books or research paper from libraries to complete their assignments or research work. Where everyone gets all the opportunity to utilize the technologies and sources for fetching information, there are some issues that make it difficult. People go to the library for the ancient, priceless works but they do not get it as they are unpublished. The author, writer, researchers, students are there in the society who are passionate about writings or doing their research work (Johnston, 2011). Many of them don't get the scope of publishing their work or they don't want to get their work published. The research they are doing might have some valuable information or data that might be helpful for students or other researchers. Therefore, if the students use the information in their assignments it would not have any value until it gets published. The issue is the researchers are afraid of going to the publishers for publishing their books as there are several cases of theft, misplaced, misuse of data is already taken place. It is very difficult to find a trustable publisher or notary officer to do the job on behalf of them. The librarians do not have the power of authenticating any work for the researchers which helps the students and scholars to include in their work. In the current scenario librarian's work in a library as a person who only issues books and arranges books systematically (Morris, Boruff, and Gore, 2016). They sort books and recommend books to the readers and also send suitable books for the exhibition. Currently, librarians have no scope of making their job interesting and grow in their career and they do not have the right to authenticate or validate any piece of work or keep that in the library to help the students, authors, researchers in their work. This job of a librarian is getting monotonous day by day and no one turns up for the job role of a librarian. A librarian's job is not only keeping books methodically but much more. Henceforth a plan would have suggested through which the librarian will have the power of authenticating the unpublished works for the public and will keep in the library so everyone could utilize the source.

5. Current Roles and Responsibilities of Librarian in the 21st Century

Librarians have always played a major role in research and information services. From helping the students to scientists, librarians have played an active part in the enhancement of the knowledge of every individual. The role of the modern librarian has transformed greatly in the era of technological advancement. In particular, scientific librarians are tasked with engaging their people with recent resources and technological advancement, which is somehow difficult due to quick changes in technology. At present, the role of libraries and librarians has changed immensely. Those who have the privilege of the internet can access information at a wider range. Librarians are more connected with the researchers, faculty, students, and professionals from all streams. Due to globalization and technological advancements, there is an evolution of new trends in this field. The new trends such as open access and open educational resources publishing, scholarly communications, institutional repositories, discovery system, and e-book variations are some of the emerging trends in the world of libraries (Jaguszewski and Williams, 2013). Librarians are the important professional and their role is not limited to the books. A modern librarian work is to win the mind and heart of the new reader like any commercial organization winning customers.

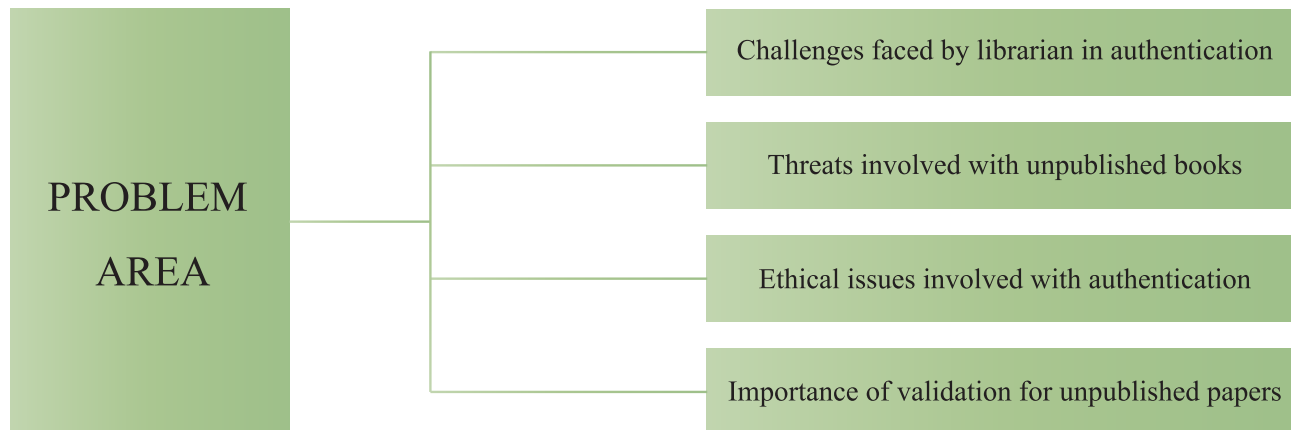
According to Kuhlthau (2010), the role of information in a consumption-oriented world is very much important than any other need in the world. Therefore, the libraries and the librarians promote their advertisement activities in the social media platforms that library plays an important role in society for fetching the most advanced information needs. In a self-service library, in the remote information section, there the librarian helps in finding the necessary information to the readers. In the era of information, communication and knowledge industry, a librarian participates in building a new society. The various tools and resources which were used to supply information and transform into knowledge are changed, but the role of the contemporary librarian has remained unchanged. Librarian is indispensable in the era of information technology and technological advancements. The role of the librarians is to comfort the readers in every possible way. To make the library user-friendly and easy, it is very much essential for the librarians to approach different types of customers. Some middle-aged customers, not technological accustomed and mainly the elder people may not be well aware of the usage of computer and internet. In that case, it is the role of the librarian to help the customers to find information with the help of new technology. The best customer service in this regard is very important for the librarian's in-service training.



In the modern world, librarianship is not considered as a prestigious profession in society. There is a demand for a new librarian who specializes in discipline librarians, system librarians, and electronic information specialists. Each of the specializations requires special skills for new challenges. It is said that the career prospects of the librarians are not lucrative and prestigious. The character of the profession remains unclear in society. People who are librarians are criticized to a great level. In the era of technological advancement, there are some of the big libraries where there is no scope for new technology still now the library is dependent on the print media. In the 21st century library; there are several new tasks other than maintaining the record of books. There is a lot of difference between a modern librarian and a traditional librarian. The modern working conditions of librarian changes the image and the prestige of a librarian by the introduction of new technologies and the invention of new buildings. Modern librarians are famous for their high level of information expertise. They are also important because they associate with the personality of the people of the 21st century. The role of librarians in the 21st century is incomparable. Modern librarians are equipped with psychological, social and professional qualities.

6. Problem Area

Every new system that gets implemented faces some kinds of problems. There are several problem areas that come along with the authentication of unpublished papers.



6.1 Challenges Faced by the Librarians Regarding Authentication of Documents

The change in the type of customers due to a generation gap creates vital differences in the demand for library services, with the drastic difference between the Millennial and the Great Generation. This difference has created heavy demand for the librarians to continue their services traditionally for some patrons, while on the other side, developing new services based on technology for the digitally native readers. These two opposite end type customers, including digital native and digital fugitive, on a spectrum scale adversely impact the job roles and responsibilities of librarians (Howard and Wiebrands, 2011). More particularly, both of these two types of customers deserve excellent service from the library but in two different ways. Even the readers from Gen Y are also been seen to be more technologically advanced and literate than most librarians (Baro, Eze, and Nkanu, 2013).

As a result, it is important for them to become an expert guide for these literate participants. The devaluation of libraries, especially the public ones, to the community is also one of the most important challenges that the librarians often face. Considering these facts, it is crystal clear that the librarianship in the 21st century thus needs to be far different as compared to all the previous concepts and ideas of librarianship. The public libraries require the professionals who have the ability to embrace the technology and at the same time implement appropriate measures to embrace the readers. That is to say, the 21st century librarian needs the people who apprehend the demands of the millennial customer, and is capable of getting adapted to the existing services. In fact, according to Xu et al. (2015), they can even change the public perception of the definition of “library” by creating new ways to meet and fulfill the needs of a community.

Nevertheless, the librarians often face issues related to security, authenticity, authorization and document management. More particularly, these critical elements are needed to be focused since it creates barriers in managing access to information for the readers. It is important to identify that the set of documents displayed by the library are authentic. Furthermore, some documents can also be confidential, so it is important for the librarians to have knowledge regarding identifying those documents and keep them to respective workshops. At the same time, the rare early works of several scholars are also sometimes in high demand, but since the librarians do not have the right to classify information, this often leads to the creation of issues. As per Char et al. (2013), the authorization system is thus a serious issue that needs to be adequately represented by the library.

This would not only establish the trust between the readers and the knowledge center but would also assist in drawing a greater number of readers. These authentication and authorization issues may seem primary for the document management system and other domains, but it is quite a significant element that needs to be focused. These issues are most significant in terms of securing communication between the readers and the librarians. In other words, more the librarians deal with the documents, more knowledge can be enhanced thereby increasing the capability of the librarians to understand the demand of the readers and accordingly provide it. Considering the fact that it is complicated to retrofit security within a library, it is vital for the library to check regarding the authentication of the documents. The chain of trust that is developed by the process of authentication is therefore needed to be considered as very much significant; otherwise, the aforementioned challenges faced by the librarians will not be mitigated, resulting in a serious of the chain of risks.

6.2 Threats Involved with Unpublished Books

The publishing industry has changed greatly with the advent of new technologies. If someone is an A-grade writer, then the publishing of books, manuscripts and journals become considerably easy for them. It is very difficult for the brooding author to self-publish a book. For the newcomers in the world of writing, the publishers read line by line to check whether that narrative or the character is copied from some other books. The authors are not rejected every time for publication. Self-publication also leads to various legal issues. The basic legal issue related to publishing is copyright. Copyright tells if any author creates his/ her writing then he is the owner. The publication of various books and journals is necessary. The unpublished book or material can provide some valuable information related to the past which may be necessary for future use. Some authors might write some real-life instances and if

that gets leaked it might be troublesome for the generation. For this reason, some publishers do not allow to publish this kind of material as it is profitable to some extent but sometimes it is dangerous too. Books enable us to gain knowledge and for better enrichment of our living. There might be various religious texts which are unpublished. Since the world believes in science and technological advances there the value of the religious texts might decline. Therefore, it won't be profitable for some publishers.

The need to authenticate the writings is very much important. Authentication will help in further progress and the development of society. For authentication, copyright is very much essential. Many writers have an awkward fear of theft by agents and publishers. In that case, an authentic stamp or any government symbol will serve the legal structure and the information from the book can't be stolen. The official registration provides *prima facie* proof of patent ownership that can be used in the court if any information is deciphered from the unpublished books (Ein-Dor, Mikulincer and Shaver, 2011). Published books do not have any problem because the large publishing house takes care of all the legal procedures so that the data is not stolen. Unpublished books, maps, journals, manuscripts need to be published and it should be authenticated from the government so that those materials get some value if it is published in the future. Authentication is necessary to check whether the content is up to the mark. If the fact is the historical basis, then it's necessary to check the historical year, and the information related to the narrative. If the narrative is an autobiographical piece it is important to authenticate whether the personal life is relevant to the content.

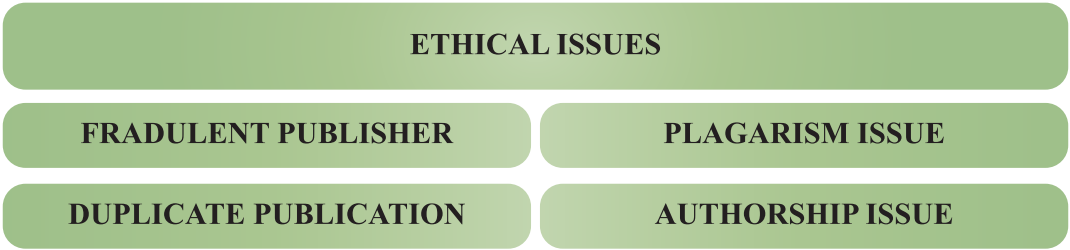
If it is a census-related book then the authenticity should be measured with the real statistical data. Therefore, authenticity is required for every unpublished book. There is a need to publish unpublished books. There are many authors who write exclusive pieces. It might be due to some bad publisher or they might not have good contacts about any publisher, the writings are not yet published till date. Since authors do not have any barrier in writing and also, they belong to a different genre, they produce some exclusive masterpieces. Authors write all kinds of books, it gives immense pleasure in the mind of the audience (De Sanctis, 2016). Writing books of different categories helps us to gain knowledge about the socio-cultural structure of the word. Valuable information can be deciphered from the writings of all strata. To get a book, manuscripts and journals published author should rank the category to most desired and least desired. It should be the author's viewpoint (Tait, 2018).

One should read the guidelines carefully and completely. It is not compulsory to stress on the cover letter much and it should not be informed that the narrative was unpublished. The best way is to keep

the cover letter short, simple, attractive and professional. A writer must keep a spreadsheet documenting all submissions. Sometimes the publishers might be rejecting the narrative; the rejection should not come in the mind of the author. It is very hurting at times but the rejection breakdown will not allow the author to bloom fully. Unpublished manuals, books, and journals are the secondary resource for authors and academicians. So, they do not need to visit personally to find out the relevant information. They only need to validate the content, images and figures so it is very much time saving for the authors and the academicians. They can easily validate the unpublished information with the help of the internet. It is also budget-friendly for the authors and the academicians.

6.3 Ethical Issues Involved with Authentication and Publication Process

Ethical probity is necessary to authentication and publication process of books, journals, manuscripts. Authors need to be chosen as a worthy publisher for the publication and authentication of his book. Ethical issues are high in the case of publishing a book that is why many authors afraid of going to the publishers to publish their books. Due to this, many important pieces of writing and good content remain unpublished (Traore, 2011). The author faces many ethical things in the process of publishing books.



- **Fraudulent Publisher:** Publication fraud is the most critical issue faced by the authors. There are legitimate publishers and illegitimate publishers. The author should research about the publishers well to avoid any case of fraudulent. A librarian should validate the published books with the unpublished one. As might happen, the books that are already published might not be published by an authentic publisher. Sometimes it has been seen that the author who wrote the book give that for publishing but the publisher published that book with another author’s name. It generally happens when a person gives more money than the person who gave money for the publication of his book. Many times, publishers publish the book but they do not do the marketing properly so it happens that people did not come to know about the book (Shafer and Dexter, 2012). Also, it has been seen that the publishers delay the process of publishing the book because they might have asked for more money or they sell the original copy to others for making films or publish that book with others names.

- **Plagiarism issue:** Plagiarism is one of the writing issues that is when someone is taking others work or ideas without acknowledging them. There are many consequences of plagiarism and all are severe with the potential to have a sustained negative effect on the career of the author. Plagiarism can result in legal action; fines and penalties etc. The legal consequences of plagiarism can be quite serious. Plagiarism can result in your work being destroyed. It can destroy the professional reputation of the author. Many publishers did not give that much effort looks into the content and edit those things. It is to be said that after publishing an author's book he/she cannot take the words he has written there without taking permission. If the librarians have given the power to authenticate a book, it will be easily detected by using the plagiarism detection app or other.
- **Duplicate Publication:** Many times, publishers publish the original copy of the book in other platforms like an online reading app which is not known to the author. It has been seen that the author has given his book for publication but later they are told that their work has been misplaced. In the meantime, the publishers already sell them to the other parties for more money. This problem occurs because of the communication gap between the author and the publishers. If the librarian becomes the notary officer who will have the power of authenticating a book, then the authors will not have to face this kind of duplicity issue.
- **Authorship Issue:** Authorship issue occurs when publishers unknowingly publish books with the wrong author's name. Sometimes there is a team of authors who work together for a project, but at the time of publishing the book, their names might not be written there. It is possible if the agreement they have done before the project was not mentioned about the list of names that would publish with the book.

6.4 Importance of validation for unpublished papers

The main importance of validation for unpublished papers is that the researcher will get a platform to authorize the unpublished work of the author and new authors or the junior author will get a platform to present his/her work. There are many authors with good knowledge of writing but they can't publish their books because they don't have enough sources of people or the money that is needed in the publishing process. This platform will be for those people who are eagerly waiting for their work to be appreciated. Validation of unpublished books will give a junior author or new authors a good platform to reach out to the public. It will have a website and an application where the books or the work of the author will be uploaded which will benefit readers too because they don't have to buy the books and spend

money on it. It is a small piece of past, still finding relevance through changing time and technology. According to Gutiérrez et al., (2010), how amazing it will be for the readers and the authors to get an online platform. Readers will be able to read both published and unpublished books online without paying for it. It will be a website which will collect all unpublished books from junior authors or new authors and will make it available to anyone who will be interested to read them online. As online reading among people has increased, this will be a plus for the author. With a change in technology like enhancement of Smartphone and laptop, it became easy and convenient for the readers to read it on their phone and laptop. There's mobility increasing daily with the increase in new technology (Ludvigsson et al., 2011). The interest of the readers is increasing with the increase in readers' volume. Readers are more into online nowadays as they promote blogs, poems and many other online manuscripts which will lead to more promotion on such unpublished books. Readers will not be able to check out the books and take them home. They will have to read them on site. There will be a proper system to the validation so the author can trust the authority as he/she receives the token of authenticity that the name of the author will be mentioned when it will get uploaded. There are huge chances of the work being edited or copied by other authors which are not possible here because the whole process will be properly handled by the librarian and the central authority. Unpublished books of the author may contain some important data or concept which will be new to the society (Hill et al., 2015). Publishers may appear them personally and help them build their careers further. There will be many publishers waiting for new authors, new ideas and new concepts. Publishers will also follow the websites and applications where they can easily connect with the authors with new concepts. Any unpublished work that a publisher will like, can publish them by directly contacting to the author as the information of the author will be properly mentioned. The authority will provide a way to reach out to the readers without any censorship and economic hurdles and will continue to serve as an inspiration to others. It will encourage the youth of the community to write and bring out the change in society with their new ideas. It is really important for people to start having a connection that they don't have to be a published writer or be on a bestseller's list to have something that's of importance that you put down on a paper to a community. Being an unpublished writer and being appreciated for the work is better than being a published writer and not being appreciated for the work. The process of validation will be a positive and winsome attempt to achieve a goal as it will curate the unpublished work believing each has their own story to share. Validation for the unpublished book will be a win-win situation for everyone as it will encourage the youth of society.

7. Role of librarian as a Notary Officer

A public officer constituted by law to serve the public in to witness documents, administer oaths and perform other wide-ranging and useful administrative functions of a national and international nature is a notary officer. The role of a verifying officer will be similar to the role of a notary officer. The duty and functions of a verifying officer will be to prepare, attest and verify deeds and other documents (Koltay, 2017). A few years back, the work of a librarian was just to keep books on the shelf, arrange and re-arrange the books, attend book seminars/exhibitions, buy books and recommend books to others. But now, the job title of the librarian will be more enhanced. A librarian will have a prestigious position in society as trusted personnel. A librarian will be given a huge responsibility to authorize the books, manuscripts, old maps, historical writing and many more (Bertot, Jaeger and McClure, 2011). The unpublished books or writings will get a platform and the author who wants his/her work to be appreciated will take a good benefit from this platform.

The roles of the librarian as a notary officer will be:

- Taking acknowledgments,
- Administering oaths and affirmations,
- Handing the author a token of authenticity,
- Certifying true copies of documents,
- Certifying affidavits or depositions of witnesses,
- Verification of facts, and
- Performing other acts as permitted by law.

With the responsibility of authorizing the work of an author, the librarian will have to follow some rules & regulations according to the law or the government (Shumaker, 2012). As a public servant, a notary must serve all the public in an honest, fair and unbiased manner. Each and every responsibility should be followed. Breaching of any rules may result to severe problem to the librarian as a notary officer. The job role of the librarian will be enhanced which will result in more responsibilities. A librarian will be prohibited from notarizing the book or the manuscript that has already been signed. Once a librarian will decline to authorize the book or the manuscript the author will not be allowed to go to the other main library trusted by the government and have them authorized. Once the book or the writing has been declined it cannot be notarized in another library. A librarian will not be allowed to execute a false or incomplete certificate or get involved with any document that the notary

believes is a fraud. An author will have to visit the library himself/herself. No third person will be allowed to take the work of the author to the librarian. The writing must be original, unaltered and complete. The book or the manuscript should be on the language that a librarian can read and write. A librarian will have to read the book or the writing thoroughly to ensure it meets notary requirements. A librarian and an author must be able to communicate directly without the help of translators or intermediaries. A librarian will not be allowed to provide witness instead he/she can act as an impartial witness. If necessary, an author will have to bring a witness personally with a valid photo ID proof. The witness must have detailed knowledge about the topic. In this context, the witness is defined as a person with direct knowledge of the book or the manuscript. A librarian as a notary officer is not allowed to provide unauthorized advice or services. A librarian will be expected to record every notarial act as an important public record. An author will be expected to take reservations from the librarian. According to Mersand et al., (2018), reservations will help to ensure availability. A librarian who fails to act lawfully may be civilly liable for the damage caused by the misconduct.

With responsibility comes high risk. Any mistakes, carelessness or other problems with the documents can get a notary sued. A librarian as a notary should follow the following points to reduce the risk of being sued:

- Notarize for signers who are physically present
- Don't Notarize Incomplete Documents
- Keep a Journal Record of Notarizations
- Stay Impartial and Don't Offer Advice
- Complete the Notary Certificate Correctly
- Know the Limits of Authority
- Keep the Seal Protected
- Obtain insurance for exceptional transactions

Alexander (2013) opined that being a librarian with a notary right is a huge responsibility and a huge risk. The primary risk is the possibility of not being able to do the work correctly which could ultimately lead to some error. The roles and responsibilities of a librarian as a notary may seem simple but the claims that will occur due to misconduct can be complex. All rules and regulations should be followed to reduce the liability exposure to the librarian as a notary. The role of a librarian as a verifying officer or a notary officer will be brought into action for the benefit of the general public.

7.1 Validation and Credentials by Librarian

Validation is the action of checking the authenticity, accuracy of something or declaring something legally or officially acceptable. The approach of validation is normally taken whenever the process for any new formula or any new facility is validated before it comes into use. This process of validation leads to the transport of the mechanized process from development to production. Validation is very important for every field here it is about the books that are unpublished, old maps, manuscripts, personal diaries to be validated. Validation and credentials are very important for any book. Validation always goes through some processes so it is time-consuming. Librarians would be validating unpublished books on the ground of some criteria of originality, simplicity, degree of truth, and technicality (Martín-Gutiérrez et al., 2010). Validation would give unpublished books, manuscripts and many writings a platform to be authorized. The role of a librarian used to be to issue the books to the readers and entry them. But if the librarians will get the authority of validation of unpublished or published books, they will have more ascendancy than only issuing the books. Librarians should have more authority like rate and review books rather than only issuing it. There are many authors who could not publish their books due to lack of money sometimes or they do not have faith in the publishers, or they might not have knowledge where they could go. If the librarian has been given the power of validation and credentials, an author could come to the library and submit their samples to them. After reading, if the librarian approves the writing the author could come and submit the original copy to the librarian. The librarian will read the original one again and will check the authenticity of the book whether it is original or copied from somewhere else. If not then the librarian will rate the book and would give an honest review of the book, after that he will send the book to the central authority. The librarian will also ensure the author by giving a token of assurance that the book will publish with his name only. The author will feel secure and get the relief that; his book will publish with his name only. If the power of validation would be given to the librarian then he will feel prouder of doing his job. The job of the librarian will become more attractive and prestigious to do if they will get the authority to do the validation of the books. It could be taken as a profession as well. As the librarian has been given the authority to give ratings and reviews the book, the readers would read the books by trusting them. Validation of books by librarians would help to keep only the genuine books in the library (Swartz, and Krull, 2012). Validation and credentials are very essential as there could be many unpublished books that might have some good contents that would be liked

by readers to read. So, in that case, a librarian should have that much credibility that he could understand which book is good or not right for society. The books, journals, old maps, manuscripts that are unpublished could help in the future by giving some important information. Librarians should have that much knowledge that he could find the author's ability to writing a book. Librarians could validate an author's book by scrutinizing how much effort he has given on research things and write. The librarian could review the book by judging the author on his writing ability, the genuineness of the information that he had provided in the book. On the basis of all these, a librarian could rate and review an author's book and he would decide on which platform the book will be published.

8. Proposed Plan

Traditionally librarian job was not prestigious and respected much. The job role of a librarian was just managing books in the library and issuing the books to the readers. To bring the change in the system a plan would have suggested for making the librarian's job more important and challenging. The role of a librarian will be changed and enhanced as a notary (Loesch, 2017). As the change will be implemented as notary the job role will be changed. Previously, researchers, scholars faced many problems during their research work. As there are lots of valuable information available in the market but they could not use it because that was unpublished. If they use that information in their work that will be of no value as nobody will accept that information. It was quite difficult for the author scholars to complete their books or research without including that information. There are several problems also faced by the authors or writers to publish their book such as theft of their work, misguide by the publisher, short of money, etc.

To avoid this issue and resolve this, a plan will be suggested, where the librarian will work as a notary officer. Librarians would have the power of authentication of any unpublished work; therefore, the researchers and authors would use the information in their paper. The main library of the countries over the world which has the involvement of the government would be the place where the researchers and authors find their important information (Suryahartati, 2018). The Proposed plan would suggest that the librarians will act as a notary officer where they could comply with the original copies and stamp it. The student would have to submit an authorization letter from the researcher or the researcher or author would have to go to the library for the authentication of their work. The librarian will take those unpublished work to upload it or registered it in the library. Therefore, the students could come and take the information from the unpublished book and utilize them in their paper. The librarian would get the power of notarized any paper or book whether it's finished or unfinished (García Reyes, and Vargas Reina, 2014).

Case 1: Dr. Tyler Craig, A Professor is doing his research on Forensic Anthropology which is yet to finish. The professor shares his own findings from the research with Alex, his student who is pursuing his Ph.D. The Ph.D. student found the information valuable and relevant as they are unique and unavailable in the market. Therefore, he thought he could use that information in his assignment. But the research work was unfinished and unpublished hence it is not acceptable academically, scientifically and logically.

The above case shows that though the information Dr. Tyler has shared was relevant to Alex but he could not use it in his paper. The issue is the research paper was unfinished hence the professor does not want to publish the book. As the proposed plan suggested if the librarian would act as a notary officer then the student will get the opportunity to utilize that information in his thesis paper. Dr. Tyler would give Alex an authorization letter with all his consent by signing it. Alex would have taken the letter and will go to the main library and submit the information written paper and the authorization letter to the librarian. The librarian will comply with the original work and validate the research findings for the student just like a notary officer validates and authenticates any document. The librarian would give stamp on the paper and authenticate the research work and register that in his library. After that Alex would use that information in his research work and nobody will oppose that as the information has authenticated. Like Alex, other students would have also used that information in their projects or assignments.

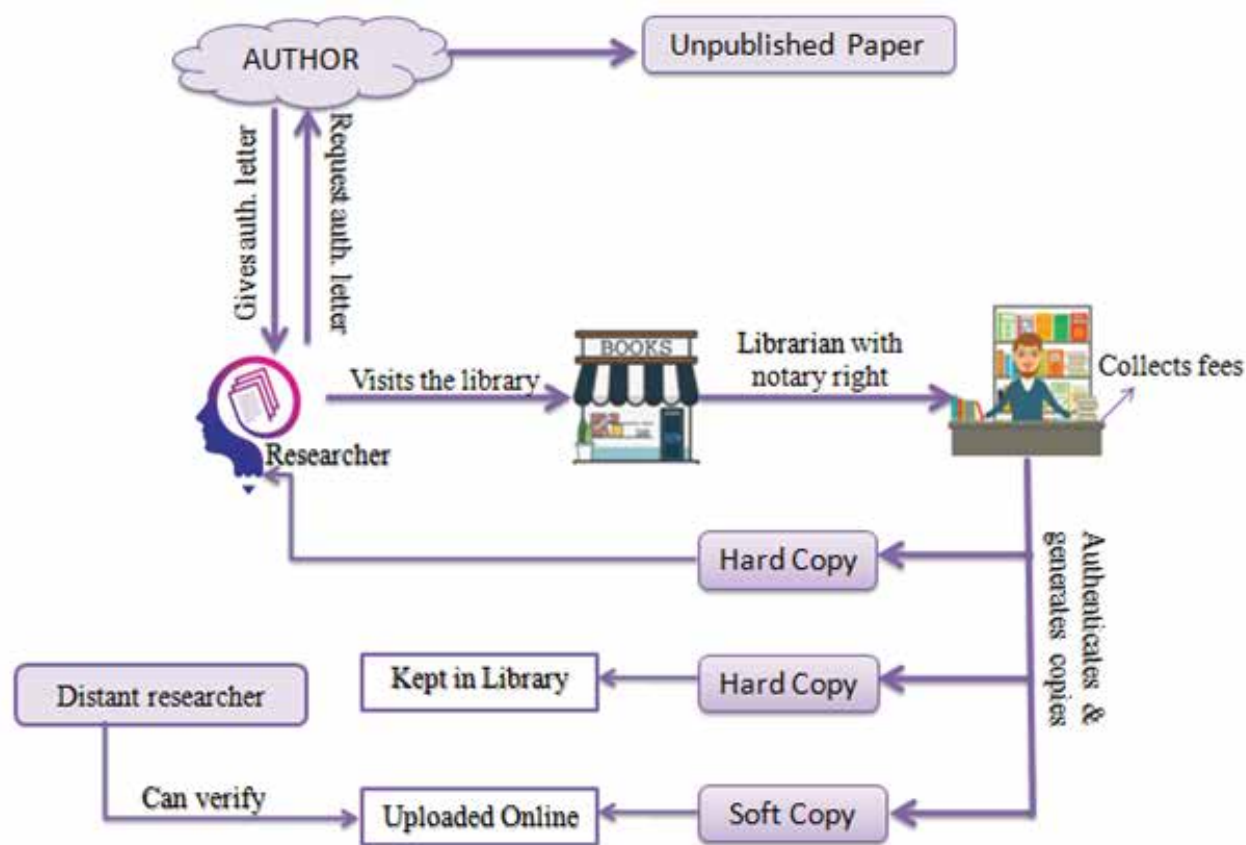
Case 2: William L. Rasmussen is an author who writes an inspirational book. A day he found a personal diary of his grandmother and it was full of inspiration. Hence William thought he could use that information in his book. It will be great for the readers to know the inspirational story of his grandmother. But he could not use the source in his book as it was his grandmother's personal diary. She doesn't want her personal diary to be published. The author found that the story is unique and precious but he doesn't have the right to write in his book and publish it without her authority.

In this case, the author does not have the authority to write about his grandmother's inspirational story in his book which he found unique and inspirational. The author thinks the story would motivate the public and many would get inspired by this. Therefore, if the author finds a library where he could go and authenticate his grandmother's diary then he could narrate the story in his book. The author would have to take the personal diary of his grandmother to the main library where he would have to submit the personal diary to the librarian. The librarian would validate the diary by scrutinizing it and authenticate that only for the author by the stamp on it. The author would use the information in his book without hurting his grandmother's sentiment. As William's grandmother doesn't want to get her personal diary published but she gave permission to the author that he could use the information in his book. In addition, the librarian will not upload the diary anywhere for others rather than he will authenticate the diary only for the author. Henceforth the author could complete his book with the inspiring story of his grandmother and publish that in public platforms for the readers.

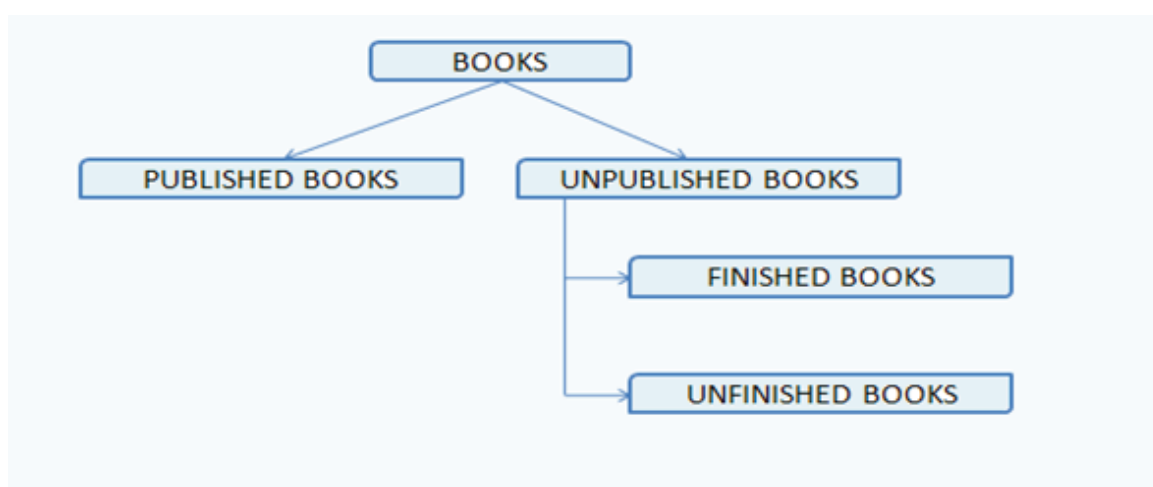
The above two cases show that the suggested plan of a librarian would act as a notary officer will benefit society in many ways. In the first case, the student gets benefited and in the second case, the society will get some inspirational story from the author (Espelt-Bombín,2014). Whereas the notary officer does these works for the society but it is time taking and it is difficult sometimes to find the notary officer. The idea of turning a public library into a public notary office will give the librarians more opportunities to enhance their skills. It will make the job of a librarian more prestigious than before and the librarian would be the trusted person who would help them to fulfill their needs. The whole process would be transparent as government intervention will be present there. Many unpublished, finished, unfinished work is there but people could not use those in their work because that was not authenticated (Monkkonen,2016). The proposed plan did not suggest that everything should have to be authenticating for everyone, but if anyone wants to use any unpublished work in their research and book the librarian should have that much authority where they could authenticate that work for the authors and students only.

8.1 Workflow Process Chart

This system emphasizes on the authentication of unpublished papers, manuscripts, old maps, old money, personal diaries, old newspapers, audio and video recordings, etc which can be used for the research purpose. Every paper that can be used by a researcher in the research work can be authenticated by a librarian. Librarian will be given a notary right to authenticate and verify the papers, manuscripts and research related work. The main function of the notary is to perform legal formalities specially to verify and attest the documents of the general public (Kim and Lee, 2011). An unpublished book can have important information that can help in the research of the researcher. But the book or the manuscript cannot be cited because it is not published. The librarian gets the authority to verify it and authenticate it to give the unpublished books or manuscripts some importance. After the authentication is done, the research seeker can cite the reference from the unpublished work of the author. The main library of a place will be selected and the librarian will be given authority to authenticate the unpublished work. According to this plan, the librarian will be able to declare those works as original through the process of validation and authentication and then upload it with the permission of the author of the unpublished work (Handy, 2011).



The research seeker will visit the author of unpublished work and requests for the authentication letter so that the unpublished work can be cited in the research paper. The author of an unpublished paper either visits the library with the research seeker or gives an authentication letter to the research seeker to get the unpublished work verified on behalf of the author of the unpublished work. A library selected by the government of the country is considered to be the main library. The librarian of the main library will be given authority to verify and authenticate the research work as a notary officer. Based on the authentication letter followed by verification of research, the librarian notarizes the research paper. It is not always that the author wants to get books or manuscripts or any research material published or uploaded online. Some of the unpublished papers are unfinished as well. The unfinished paper has two motives: to complete the unfinished work and to leave it as it is.



There will be a different process of validation for different types of books. For published books, the librarian will require permission from the author to post it on the online portal. There are some finished books that did not get a platform to reach readers. In this case, the librarian will seek permission from the author of the finished unpublished books. If the author will agree, the token of authenticity is given to the author as a proof that the name of the author will be mentioned when the book will get posted online in the system and kept in the library, but if the author will not agree, the book will just be authenticated by the librarian and not kept in the library or posted online in the system. There can be some unfinished work of an author which might be important for the research seeker. As the work of the author is not finished, the book or the manuscript will just be authenticated referring the readers using the work of the author. Not only books and manuscripts, but there are also several things that can be notarized. Old maps, old money, political notes, memos, old newspapers, personal diaries, audio and video recordings, etc that can be used for the research purpose or can be important for the general public can be authorized and authenticated. The workflow process of verifying and notarizing the documents will be made quite convenient with librarians being appointed as a notary.

8.2 Significance and Use of Validation Tools

From the above discussion, it has been seen that the librarian work as notary officers would be good for society. It would be a great opportunity for them to pursue the job of the librarian as a career which would be more prestigious than just keeping books on the shelves or issuing books etc. The main authority that librarians will get is to validate the unpublished books, personal diaries, manuscripts, old maps, etc. Librarians would have the authority to rate the books, also they could review them. According to Coleman and Steele, (2018) validation is the overall process that needs to measure the accuracy and authenticity of a book with desired requirements. Some processes and planning have been followed while doing the validation. Validation needs to be well planned beforehand. The librarians should have enough knowledge of doing validation by keeping all the aspects in mind. Librarians will use various tools while doing the validation of unpublished books, manuscripts, personal diaries, etc.

Validation is very important for every book. If there would not have any validation of published or unpublished books one could be easily mocked by the fake information (Engelmann and Rauhmeier, 2011). Validation of books or documents could help authors, readers, government, and society in many ways.

- **Authors:** Validation is important for authors because every author could think differently. Every author writes books or anything either with their own imagination or with their own experiences. Validation would help them to rectify their mistakes in writings that might not be socially acceptable (Swartz and Krull, 2018). Also, it would help to improve their writings or they could always add something new to it. If librarians would become notary officers then it would be easier for the new authors to publish their books. Many authors are afraid of being cheated by the publishers that they would steal their writings, many authors don't have that much money that they could spend it on publishing their books. Librarians will give the token of authenticity to the authors who would give their books for validation. It would be a great platform for the authors to upload their books.
- **Readers:** Validation is as important as for the readers like the authors. Now, readers want more realistic or new content to read. Many unpublished books might have good contents and useful information which could also help in the future. Sometimes readers also read the books, rate, and review it then they recommend the books to others. Readers would come to know about some true stories or historical information through the unpublished books. Validation is important for the books so that no false information could come out which might affect the readers. Validation by librarians also would encourage the readers to take those books where they find an honest and genuine review (Sargent, 2013).
- **Government:** Through validation, the government will also get help. Since many unpublished books or documents might have enough confidential information which could be the cause of harm to the country. If through validation, it will get identified so it would have stopped being uploaded. In that case, the information will be safe. Government can stop the author of the book of manuscript if it contains any harmful information. With proper authentication and validation, the confidential information can be protected.
- **Society:** The society will also get benefit from the validation of books. The society will get good content to read, useful information that might help them. People could get inspired by reading motivational books also could get inspired and motivated to do good for society. It would help society to develop their knowledge, focus, mental peace, and concentration. If any book with wrong information or bad message is taken to the librarian, it gets rejected. The public will only get good content to study and bad content will be rejected by the librarian.

To validate a book a librarian should use some tools to check if the book is appropriate for publishing

on any platform. The librarian should scrutinize the book very well based on its plot, its title, references, the language that the author used, how well he edit the book (Olsen and Raunak, 2013). If the book is on some true story the librarian should check the accuracy, the details he/she put in the book are genuine or not.

Firstly, the librarian would see the title of the book. Validation would be done on the basis of the book's title as well. The librarian should check the title that the author put as a book title is well researched or not. The title should be descriptive rather than poetic. A title should be mysterious so that the readers could not catch the story of the book by its title. The title of the book should be attractive so the readers could be interested to read the book. The length of the title could be short or long or in between but need to be chosen very carefully. The title should be written in simple language that could understand by all the readers (Pickering and Byrne, 2014).

Secondly, the most important thing that should be scrutinized is the content of the book for validation. While writing a book every author thinks differently so the content, they choose for their book will be different from others. Some could write a fiction book or some could write nonfiction books. In the case of nonfiction stories, the book needs to be very interesting or full of thriller, climaxes, and the imagination he put in that are not based on true stories. The authors will give the samples to the author they will approve it than the original copy would be given to the librarian for validation. The librarian should review the content by seeing that the story can be uploaded or not. While validation it will be seen that the story will be accepted or rejected by the readers. For the fiction, the librarian should check the truth of the story; the information they used in their book should be genuine and correct (Wasik, Hindman and Snell, 2016). However, sometimes authors put something with their own imagination in the books to make it more interesting for the readers. While validation a librarian should check the content that the authors write will not harm the society or might not affect anyone emotionally. The librarians should also scrutinize that the content of the book might not have any controversial topic which could create a problem in society. For old maps and manuscripts which might have some information that can help the nation should be validated carefully. The librarian should check that the content should be authentic and well edited so that it would not create a bad impression among the readers. It has been said that readers connect with the authors through the content and the language they use in the book.

Language is also very important in a book so that readers could read the book effortlessly. To validate a book librarians should look into the languages whether the book is written in a simple language or not.

The librarian should validate the book on the basis of the simplicity of the languages in the book, how well readers will connect to the author by the book (Finlay, Ni, and Sugimoto, 2012). Also, it should be check that any abusive language might not have been used in the book because it could be a reason that people would not like the book.

References are important to use in a book to show the readers how well the author has researched before writing the book. Through references, the authenticity of the book could be validated by the librarian. The author doesn't have the right to copy other author words without acknowledging them. The librarian should look after the citations that have done properly in the book. The librarian should rate the book on the basis of the content, the title of the book, the authenticity of the references, and then he would give his review on the book. After that, he should give a token to the author and assure him that his book will be uploaded by his name only. After that, the librarian could send the book to the central authority for the final procedure.

8.3 Authentication Process for Published and Unpublished Work

Considering the opinion of Carlson (2015), it can be said that the potential for fraud can always be said as a risk that must not be ignored, particularly in case of conducting any type of transaction that can be monetary or even documents. In person, an individual could alter documents attested to an identity that may not belong to him. In other words, a person might submit any forged document claiming it to be himself. The librarian needs to judge the reliability and validity of the document before considering it to be appropriate for the library. Similarly, in the online mode also, an individual could also misrepresent the identity by using credentials of other people without their permission. As a result, it is important to have a process of showing or proving the documents, manuscripts, books or any form of papers to be true, valid and genuine. Most importantly, as discussed earlier, it would be better to provide such power to the librarian, based on their background and skills. More particularly, they would be given the right to validate a document, may it be published or unpublished. The authentication process includes various stages.

In order to authenticate or self-publish for the process of authentication, the library owns its domain name, using which the required publication or the document can be authenticated. At the same time, each librarian needs to have a valid email address within the domain to use in the Constant contact account (Montal and Reich, 2017). At the same time, there should have a web administrator, better to be an IT department. In case, the web host fails to update the domain name service record, the librarians can prefer to use constant contact email. This review process assists in judging the books and documents of other people by generating an email of the authentication keys to the author also. As a result, the person gets to know about the extent of the authentication process. The hosting provider or the domain administrator needs to be contacted regarding the creation of records within the domain. After setting up the Constant Contact account, the documents need to be checked. It would be better if all the librarians are given proper training in doing so. The first thing that needs to be noticed is the title. The librarians as the verifying officers need to check whether such a title has been previously used or not. Next, from this piece of information, it is significant to do an instantaneous assessment regarding the relevancy of the book, whether it sounds interesting or not.

Moreover, according to Fielden (2011), the target market of the book can also be judged on the basis of the title. In the case of a published one, the librarians also need to be searched about the recommending source of the particular document. In other words, they need to check whether there have been any exist

ing reviews on the particular book. That is, has anybody ever recommended the document or not. It is obvious to say that celebrity endorsement matters in this case. More particularly, a piece of document, be it a book, article, journal or anything else, is recommended by a celebrity, then the perspective of readers automatically gets changed and involves a remarkable effect (Drok, 2012). However, things do not work the same way if the same book is recommended by a common man having no significant number of followers. In a way, it can be said that the credibility of the source needs to be given high importance in the process of authentication. Any piece of information thus needs to be judged based on the credibility, an important component of the recommendation puzzle.

Next, the abstract or the executive summary of the document needs to be read to know its basic summary. If this description provides a good idea about the piece of information interestingly but at the same time not sharing everything away, then the file needs to be considered as authentic. Next, the biography of the author needs to be analyzed thoroughly before uploading it as an authentic one. This is important because it indicates the relative status of the writer, thereby assisting in apprehending the credibility of the document. If the author is well-known, then the librarian needs to investigate whether the book or the article has actually been written by the person or not. Nevertheless, in the case of an author who has not been heard of much need to be analyzed very thoroughly. Their background needs to be checked and cross-verified with their writings. This stage is very much vital before interacting with anything within the document (Meijer, 2012).

In other words, it is to judge whether the person or the author has actually written the file or created the document. That is to say, the extent of knowledge of the person needs to be checked thoroughly to verify the author. After this stage, the length of the file would be checked, because as per the opinion of Armstrong (2011), the articles that are within 100 to 200 pages mostly loved by the readers. Additionally, it is also to be checked that whether the content is interesting or not, At least the first few pages must be read thoroughly to identify the rate to which it can engage any reader. This step is important particularly for the unpublished ones. In the case of the historical documents, maps, manuscripts, it is also important for the librarians to check the content inside to obtain an idea about its relevancy in the modern world. This information would help the readers to understand the authenticity of the book. Also, both for the published as well as unpublished, the librarians need to consider the significance of the price that would be charged for the files. In other words, the price needs to be charged based on the present market scenario.

It is to be noted that in the case of both physical as well as e-books, the readers are more or less price-conscious. The value perception also changes based on this factor (Wurffand Schönbach, 2011). The librarians can also suggest the appropriate range after apprehending the trend of the readers. The librarians need also to have the power of making the authors understand the importance of price and marketing. Readers often rate the credibility of any document based on its price and the way it has been marketed. To reach a broad audience, it is significant to adopt appropriate marketing strategies as well as a pricing strategy. This step can also be included as an important stage of the authentication process. In other words, more the documents reach to several stores or published on different platforms, more people would know about it.

As a result, through word of mouth, a greater number of readers would get to know regarding the documents. This, in return, would increase the demand for it letting people come to the library asking for it. In line with the ideas of Phillips (2010), the fundamental bond between the authors and the readers can only be created by generating trust among them. This proposed plan intends to give such power to the librarian so that they can earn the public trust by being transparent. Apart from the aforementioned stages, it is also crucial to attribute information to the appropriate source to clearly show provenance. The librarians need to have certain credits and by-lines thereby providing a sense of accountability and ownership to the people. This would not only help the librarians and students to select this post as a career opportunity, but such power would also offer opportunities to millions of people to respond to what they think, hear, see or read in the form of writings. The librarians can give a platform to the numerous people or unknown authors to publish their written files or upload them after authenticating or authorizing it.

Nowadays, often authors do feel worried about finding a proper publisher, but if it can get authenticated rightfully, then librarians themselves can even replace the traditional publishers. Moreover, any errors or corrections can be reported and requested easily by the authors. Considering transparency more than a buzzword, it is thus important to provide accurate information to the public and enhance the energy to explore more. Greater effort can also be made by encouraging the readers to participate in the process of document collection, in turn attracting a greater number of readers. The digital environment in the contemporary world can be used effectively to practice transparency and credibility (Lasorsa, 2012). This authentication process would thus certainly add value to the work, signaling the respect of the librarians for the readers as well as authors. In a nutshell, it needs to be noted that librarians must keep

in mind that justice can be done to such a prestigious role based on the key to credibility and authenticity.

8.4 Including Unpublished Papers for Public

The inclusion of unpublished books and manuscripts can help the entire public in various ways. Publication bias is the major threat to an author. The unpublished work of an author can help enhance the knowledge of the reader in the broader sense. Authorization of the unpublished paper will be beneficial to the students, researcher, authors and the public as a whole. The unpublished papers will be made available as per the convenience of the entire public. Some may like to read physical books and some may like to read E-book. To satisfy the need of all kind of readers, the authorization process will be submitted in both hard copy and soft copy. Hardcopy of the book will be kept physically in the library and softcopy will be uploaded in the online portal. The physical availability of the unpublished book will mostly help the students who like to study in the library. And online library will mostly help the technology oriented people.

8.5 Physical Book Available in the library

While authenticating the book or the manuscript, an author will be asked to bring two copies of book or manuscript. One book or manuscript will be kept in the library as physical book and one will be kept with an author. The authenticated and authorized book or manuscript will be kept in the library as well as will be uploaded in the online portal which will be convenient for both online readers and physical readers. Every reader has their own preference. Some readers find convenient to read online and some readers find convenient to read physical books (Hinze et al., 2012). To make convenient for all types of readers, this authentication process will be provided both physical and online. The role of the librarian is to make sure both the copies are exactly similar. In case of online reading, there are sometimes chances of work being copied because no one will be there to look after the online readers. But in physical reading chances of work being copied is not possible as the librarian will be looking after the book every time. The readers are not allowed to take the unpublished book outside the library. The job role changed as notary will not change the basic role of the librarian i.e. handling of books and managing the library. Students get opportunity to gain knowledge from the unpublished books as well as published books. There might be several information in the unpublished books that can be important for the students to enhance their knowledge. Gaining knowledge from both the unpublished books and published books will help students to enhance their knowledge in the broader sense. It will

also help the researcher in the research work. There might be many important information that can be available in the notes of the professor or the manuscript which are not published yet. Researcher can have related data and information for the research work from the unpublished book of the author. As the book is notarized by the librarian, the researcher can also cite the work in the research paper. Physical book has several benefits and students and researcher can utilize the benefit in best possible way. It can also benefit the author or the professor. A professor who has some important information related to the curriculum of the students can share it with the students through authorizing and notarizing. The research work of the researcher will have more source of information which will make the research convenient.

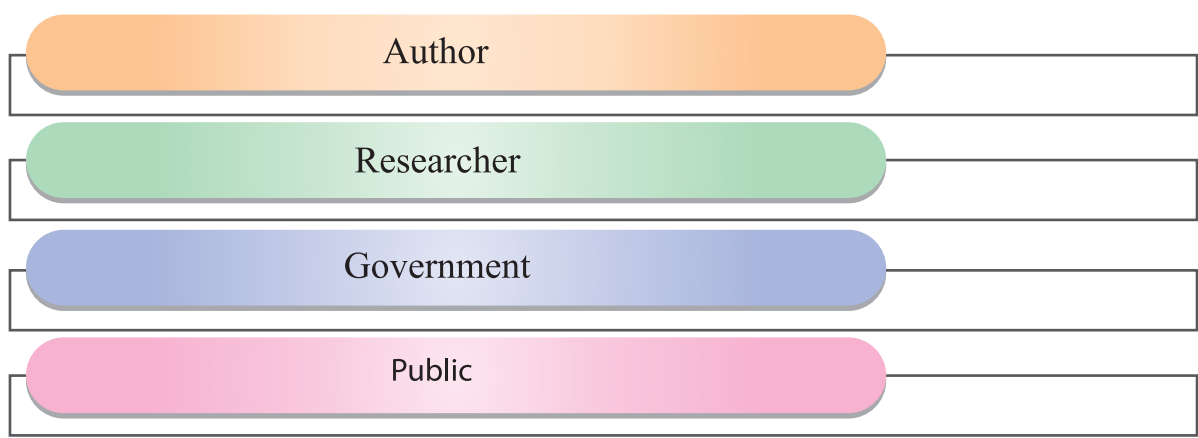
8.6 Online Book Available in the Portal

Printed books are not preferred by every students and researcher. People nowadays are more technology oriented and advancement of technology has made the digital world easier day by day. Many schools, corporate sectors and financial sectors are moving towards online books for the learning and training purpose. While authenticating the book or the manuscript, the librarian will have to make sure that the book or manuscript being uploaded in the online portal is similar to the physical book kept in the library. The book once authorized by the librarian will be sent to the central authority for final verification. Once the book is verified and approved by the central authority, it gets uploaded in the online portal to make it available to the readers. A proper upload procedure will be followed to maintain an effective and hassle free workflow. According to Woodward (2013), with the evolution of the online book reading trend, students, researcher and corporate employees are in huge benefit. Various keywords will be provided which will make the search of the book very easy for the readers. The authenticated files will be uploaded in a systematic format. The online form of library has made all parts of the library structure faster, more accurate and more accessible. The systematic upload procedure will benefit the students, researcher and corporate employees to search their respective work easily. There will be an option for rating and reviewing which will judge the appropriateness, reliability and relevancy of the book or the manuscript. Physical book kept in the library will be able to reach only limited readers and online book can reach the readers from all corners of the globe (Dewan, 2012). The advance technology such as Smartphone, laptops and tablet phones has made reading online easy. Digital publishing is flourishing widely over the print version of the books. Instead of carrying multiple books at one time,

thousands of books are carried in one single device. Depending on the readers’ preference of online or physical reading, it is the role of the librarian as a notary to reach all readers.

8.7 Fees of a Notary Officer

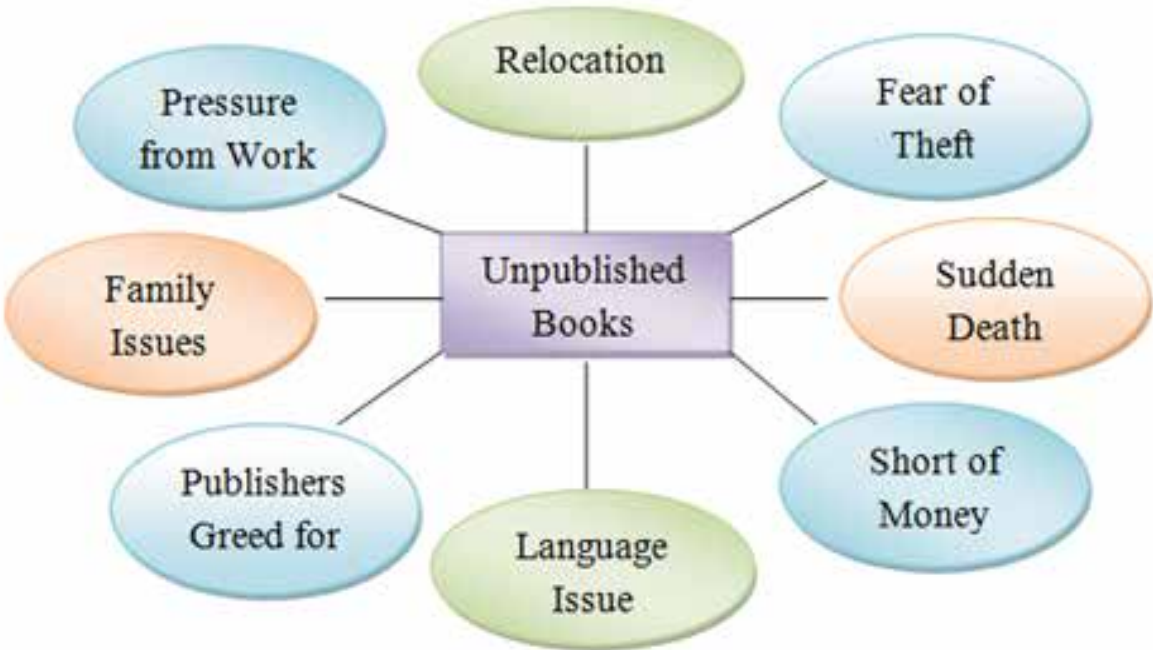
Notaries verify the signatures of the public. Public libraries are not just a place with books and magazines. It also offers wide range of services like public notary service. Some libraries offer them for free but some charge a small fee. To get a document notarized, the service seeker will need to pay a modest fee. According to different types of documents, the fees will differ (Debus, Knill and Tosun, 2013). The fees must be paid at the time of the service. The fees of a notary can be either paid by the author of the book, the researcher, the government or the public.



9. Reasons of Book Not Being Published

Unpublished works can be considered as those which failed have not been distributed in any manner. In other words, the unpublished documents, works or pieces of information usually lack a proper platform. The traditional publishers often want an appropriate answer regarding the type of authority that one has to speak on a particular topic. That is to say, the authors need to satisfy the publishers with regards to their qualifications and make them convinced that they are the type of expert who has expertise knowledge in their field. However, it is often difficult for the authors to get such a platform. Also, many files remain unpublished due to the duration of time publishers take to do their tasks. In line with the opinion of Lauritsen, (2010), it can be said that the publishers often become obsessed with the platform and consider that great writing is not the only factor to be focused. Rather, the personal backgrounds of the authors are also an important element to be prioritized.

In other words, big publishers have been observed to be reluctant to spend dollars and promoting unfamiliar authors to avoid the tension of gaining a smaller return. On the other side, the smaller publishers have been observed to have lacked the resources to promote those authors. Most often, the authors find it difficult to justify the spending of \$1000 per piece to publish the document. Furthermore, it has also been observed by Bruin, Treccani, and Sala (2015) that confirmation bias is another significant factor that often results in a lack of high circulation of important scholarly studies. It can be defined as the tendency to cherry-pick data that verifies the existing ideas or beliefs. It explains the reason behind which two people can observe the same evidence yet with two opposing views. Such cognitive bias can be said as the most pronounced in case of emotional, ingrained and ideologically charged views.



The ability of interpreting information in an unbiased way is a serious concern and need to do properly. Or else, such a problem can lead to misjudgments and often results in papers remaining unpublished. More particularly, the confirmation bias also clouds the judgment of the publishers providing a skewed view of the given information, even in case of only numerical figures. Also, publishers often publish the pieces of information with positive results as compared to those with the papers having negative or negligible impacts. Scherer et al., (2015) also revealed that in some cases, lack of time is another significant factor for which many scholarly documents remain unpublished. It has been further explained that the academicians usually stay busy doing projects, conferences, meetings and so on, and do not get the appropriate time to get engaged with publishing papers.

At the same time, according to a different school of thought, it has been observed that in many nations, English is not considered as the primary communication language. For instance, in several Asian nations, the mother tongue is not the English language. It might happen that the researchers, academicians, and scientists do not feel comfortable in English, but is free in their mother tongue. As a result, too many papers have remained unpublished and lacked the desired rate of circulation. At times, sheer laziness of the researcher also acts as responsible for such results. Another important domain has been claimed by Kajermo et al., (2010), stating that the culture and context-specific factors often do not find acceptance in the western nations, the source of publication. Apart from the aforementioned factors, it has been thus observed that the reluctant publishers, tired preconceptions and the translation difficulties have seriously troubled the progress of the publication of different documents, writings, manuscripts, and maps. It is therefore important to apprehend the importance of validation for unpublished papers.

It has been seen that Publishers do not publish the books which they are not convinced about the author or researcher's work unless they are sure about that book will make money. The easiest way of publishing a book is to check upon the title of the book and its content that will be accepted by the public. If the publisher found that they could make money from the author by telling him there are some problems in the book. They tell the author that the books have a bad ending, too long or lengthy, short story, too choppy with the intention that they could make a profit by telling they will fix those problems for extra money.

10. Process of Validation

10.1 Knowing about the Authors and the Associated Degrees

The new author or junior author who will want their books to be published or get a platform to reach readers must first visit the main library trusted by the government and should hand over the sample of the work to the librarian. After the final work of the author will be complete, the author will have to take the complete work to the librarian. The librarian will then compare the samples with the original/complete piece of work. When the author will submit the complete piece of work, the librarian responsibility will be to know some personal information about the author. The authors' background, authors' effort on the book, authors' educational history and authors' experience in writing is the basic information that a librarian will have to know about the author (Eisner, 2017). Knowing about the author is very important because a biography of an author can have an immense impact on the quality of the book or manuscript. For example, if two authors are given a topic about war and asked to write a book on it, it would not be surprising if the two authors wrote completely different accounts on the same war. A reader who does not have any knowledge of who these two authors are will be in surprise how two authors have reached such diametrically opposed conclusions regarding the same topic. An authors' experience in writing is important to know because an author learns to make the writing better during the writing process (Bresler, 2013). To connect more with the author's writing, it is important to the author's perception. It is important to know the authors' basic personal information so that a reader can relate to the work of the author even better. The basic personal information may include the place they live, religion, culture, academic qualification and many more. Knowing about the basic information of the author can help to connect with the book more precisely and clearly. An authors' educational background is important to know because we cannot expect a science educational background author to write something related to finance or marketing and vice versa.

10.2 Depth and Breadth of Arguments

Depth and breadth are two distinct dimensions. Depth refers to having a deep understanding of the book or the topic and breadth refer to the width or extent of knowledge about the book or the topic. Both breadth and depth of expertise are required for an author to ace the book (Méndez et al., 2015). For example: A person can pursue a study on World Religion and gain broader knowledge of different religion or can focus on a particular religion to have a deeper understanding of a particular religion. A deep understanding of the topic is very important for an author to write a book or a manuscript. If an

author does not have a deep understanding of the topic, it will be difficult to convey the message to the readers. An author must go deeper and deeper into the thoughts so that the readers will find it interesting to read. But sometimes, nothing is going to happen to dig deeper. The depth of knowledge is found in the breadth of knowledge. An author should know every tiny piece of information about the topic. An author must have a good understanding of the perspective, ideas, concepts, and events about the book. It is not possible for an author to have a deep knowledge of the topic without a broader understanding of the topic. The understanding of the core concept and theme of the topic is very important for an author (Hughes and Kitson, 2012). There is a certain amount of depth needed for broad knowledge to be useful. An author must have enormous knowledge so that the topic can be interesting for the readers to read. An author must know to argue on his/her own words which will attract more readers. The climax or the ending must be interesting to read. The deeper an author explains the situation; the more concepts and confusions are cleared of the readers. Depth and breadth of knowledge combined together can bring out something interesting. So, an author must know how to attract the readers and make the book or the manuscript interesting.

10.3 References and Evidences used in the work

Writing references and evidence are critical. The writing should always include accurate references and evidence. All the references cited in the writing must be included in the reference list (Olive, 2012). The writing or the manuscripts will be judged on the following basis of references:

THE CITATION	THE REFERENCE	SUMMARISING
Acknowledgement of the source of the text.	The details of the source that you have cited.	A list of references used or consulted.

Citations are not used just to avoid plagiarism. It will have its particular roles. The reference that an author will use must be accurate to make it easy for the readers to trace the source of information. Referencing is really important to provide readers with evidence of depth and breadth of knowledge and gives credit to the other author whose ideas or concepts have been borrowed. An author will be expected to provide both references and evidence in the writing. Evidence includes arguing a point of view, proposing an interpretation of data, recommending an idea and evaluating the idea of others (Hullender et al., 2015). Evidence is either personal opinion or the back up of extensive research. Evidence of the writing or the manuscripts must demonstrate the following process:

THE CITATION	THE REFERENCE	SUMMARISING
Presenting an idea of some other author in own words.	Citing the exact same words from the source, indicated by quotation mark	Condensing the content of several different sources that come to the same conclusion.

The evidence used by the writer should be recent in the gap of the 10-year bracket. Some evidence that is 2 years old might be irrelevant for the topic and some evidence that is too old can be important for the topic. So, a good knowledge of the topic and providing evidence is important. Evidence is used to strengthen the writing of an author. Claiming an argument without proper evidence will appear to unsupportive and not well researched. The writing of an author will be convincing if there are proper evidence and references. Using references and evidence effectively will help make the arguments clearer and more logical.

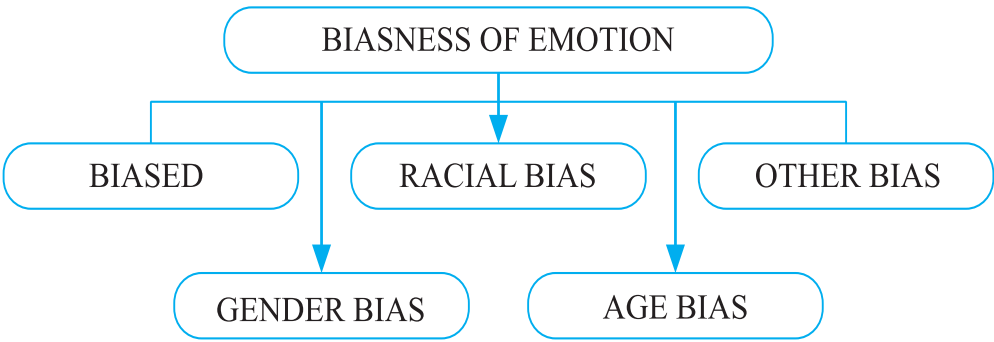
10.4 Fitness of Book with other Knowledge in the field

A librarian should be able to analyze the book properly. The fitness of the book means how accurate and fit the book is for the readers. A librarian should be able to justify it properly (Zhang and Kudwa, 2014). If it is a fictional book, a librarian must mostly focus on the character and the storyline of the book. The book solely written for entertainment must be judged based on the extent of entertainment. A kids’ book must be authorized according to the characters, pictures, and story of

the book. Every genre needs different kinds of authorization. So, a specialized librarian according to the genre should be there to authorize it. If it is a non-fictional book, all the political, economical, social, technological, legal and environmental aspects should be given importance according to the topic of the book. A book related to the environment must contain environmental aspects like how to preserve the environment and what measures are to be taken to protect the environment. Any politics related book must contain facts about politics. Any fake or wrong information may lead to the disagreement of the book. Economical books should contain correct economic facts and information. Any economical numeric must be well researched. An author who has mentioned some major technological points which may benefit the society must be given special focus as it may be helpful for the readers (Taylor, Bogdan, and DeVault, 2015). No illegal information should be given preference. A book supporting any illegal activity would not be authorized by the librarian. But if an author tries to give a strong opinion against the crimes and how to reduce it, the book may be of special importance to society. A librarian cannot authorize the book that has social diversification and inequality among the people living in a society. According to these certain points, the librarian would authenticate and authorize the fitness of the book.

10.5 Biasness of Emotion

Bias is a type of writing where only one perspective of a particular event, group, idea, concept, plan or person will be given. Writing only FOR or AGAINST will leave the readers with an assumption that there is only one perspective (Acerbi et al., 2013).



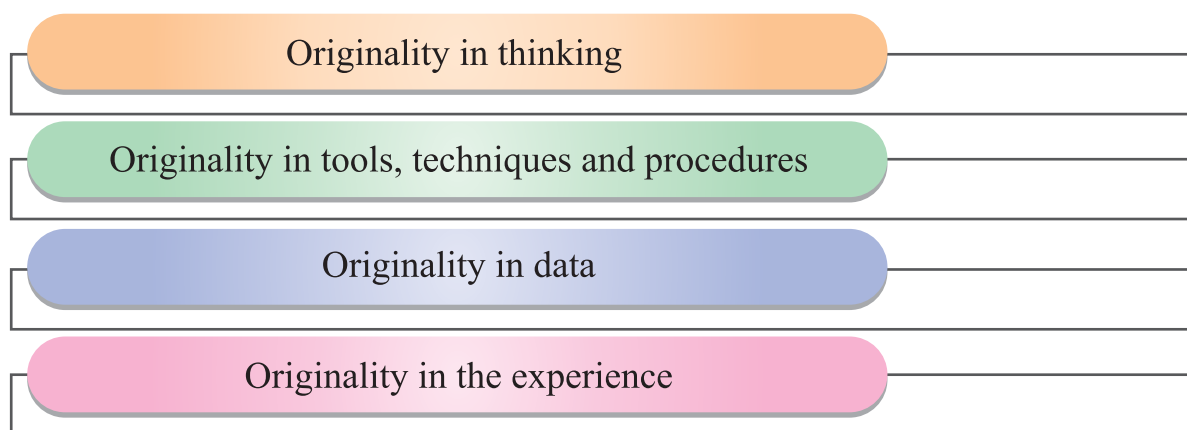
Biasness of an author can be revealed in various ways explained below:

- **Biased Language:** The term “Biased Language” refers to words or phrases that are considered prejudiced, offensive and hurtful. An author should avoid using an offensive term while referring to an individual or a group of people. An author should have a good knowledge of the terms that are used. A term once accepted may no longer be accurate. For example, Negro was accepted by everyone, but now African American gets offended when used that term.

- **Gender Bias:** The term “Gender Bias” reflects the fact that the dominant majority are males. It is a language that demeans an individual because of their gender. An author should avoid using sexist language intentionally or unintentionally because it will often irritate or offend the readers. Male pronoun (he/him) used to represent all the members of a group encourages gender stereotyping (Sarawgi, Gajulapalli, and Choi, 2011). An author must avoid using male pronouns to represent a group. Instead of using the pronoun he/him or she/her, an author can use the pronoun he/she or his/her.
- **Racial Bias:** It is a language that demeans an individual based on their race or ethnicity. An author should always use the term that is used by a certain group to refer to them. Racial bias can easily be avoided. For example, an offensive term that is used for a Polish family is a family of Polacks. So, an author should mention a polish family rather than a family of Polacks.
- **Age Bias:** It is unacceptable to show disrespect beyond a certain age. An author should avoid using the term to refer to a certain age group. An author should avoid insulting or arrogant terms associated with age. An author should avoid statements that are disrespectful based on someone’s age. For example: "Little old lady" can be reworded as "a woman in her 80s" and "immature adolescent" can be reworded as "teenager" or "teen".
- **Other Bias:** It is also important to not demean an individual based on occupation, religion, health and abilities, economic class or political belief. When referring to a particular group, an author should use the term that the particular group prefers to use for themselves. An author should avoid phrases like "confined to a wheelchair" and "victim" and rephrase it to “a person with disease”.

10.6 Declaration of Original Work

The term “Originality” is often applied as a compliment to the creativity of writers or authors. Original work is based on original research that produces new knowledge instead of summarizing what is already known (Rababah et al., 2013). Originality does not always mean writing everything by own. The only thing that will help in writing something original is an author’s imagination and perception. Originality is how the piece of work will be judged. An author will have to submit their original piece of work to the librarian because the librarian will have the right to reject the book or manuscript if there is no originality in writing. Originality in writing must consist of:



- **Originality in thinking:** When an author thinks creatively, they discover new ideas. To be original, an author must think unique. Originality in thinking grows when an author is creative, motivated and interested (Tsoory et al., 2011). An author must have the capability of thinking beyond the topic. An author must be creative in what he/she writes.
- **Originality in tools, techniques and procedures:** An author must have a relevant tool of research to get background knowledge and develop an accurate research methodology. The tools and techniques used by an author must be original. If an author has the capability of using the tools, techniques and procedures in new and untested ways, he/she would justify originality.
- **Originality in data:** An author must have a habit of making notes of all the information and observations which may be helpful for the topic (Bilger, 2013). It can give some positive and original output when processed and analyzed later. It is the perfect way of incorporating originality into work. An author must have a good knowledge of which data can be helpful and important because some data may turn out to have minimal significance.
- **Originality in the experience:** An author who has good experience in writing can make the writing more original. An experienced author will have a good quality of writing. The more an author writes, the more knowledge they gain (Genco et al., 2011). Experience helps an author to know which data is relevant, which source is appropriate and where the information may help them. Experience in writing improves the writing skills and ability to think creatively.

A declaration of the original work will be given by the author and the librarian. The declaration of originality will be included in the writing to confirm that an author has written the work on his/her own. All types of writing will have to include a declaration mentioning that it is the original piece of work and has not been submitted before elsewhere. An author will have to ensure that the declaration page is signed and dated. If more than one author will be writing the book or the manuscript, then all

the authors will have to approve the final version of the book or manuscript before it is submitted to the librarian. All the authors will have to duly sign the declaration before submitting the book or the manuscript.

An authors' declaration must state:

- That the work has been composed by the author(s),
- That the work has not been submitted to any other publications before.

For example: I, author's name, confirm that the work with the title "title of the work" was solely written by me and has not been submitted before to any publications. Further, I have acknowledged all the sources used and have cited in the reference section.

And a librarian declaration must state:

- That the work of the author is original,
- That the librarian approves the work of the author.

For example: I, the librarian's name, authorize the work as an original piece of work.

The declaration will be very important to make sure the work is not copied from other source and there is no plagiarism (Habibzadeh and Shashok, 2011). Any copying of text, data, information or results of other authors without citing or referencing is defined as Plagiarism. Plagiarism in the book or manuscript will be a breach of professional rules or notary law. This will result in cancelation and rejection of the book or the manuscript. Only after the librarian will authorize or declare it as an original piece of work, the book or the manuscript will be passed to the central system. The librarian will have to read the book or the manuscript properly before authorizing it like an original work. After the authorization, if the central system will find that the piece of work is not original then the librarian will have to face the consequences according to the law of misconduct. The declaration of original work should be submitted only after proper verification of the work.

11. Rating and Review System

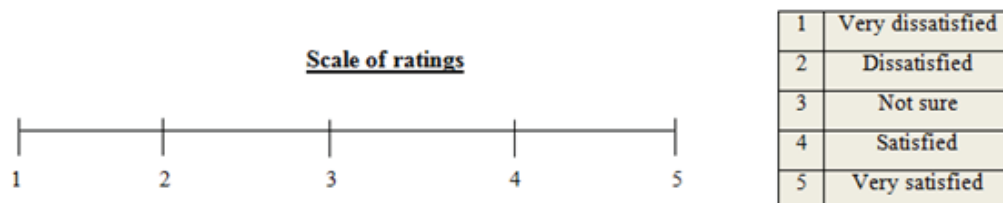
11.1 Rating and Review Process by Central System

A central system is a person or a group of persons who will finally approve the book or the manuscripts before it gets published or gets a platform where the readers can reach out. The central system will read the book or the manuscript and give him/her ratings & reviews about the book or the manuscript. When the central system will rate & review the book or the manuscript, the credibility of the bookkeeper or the librarian will matter. The central system will read the book or the manuscript and gives an honest opinion about it. Ratings and reviews given by the central system will matter more to the readers (Ho-Dac et al., 2013). The ratings & reviews that a librarian provides will not be as important as the ratings & reviews that a central system provides. When a central system will give a rating & review, it will take a small piece of information into consideration. Authors' background, the effort of the author, librarian review & rating and other such information are taken into consideration. A central system review will not just mention whether the book or the manuscript is good or bad, it will mention the summary of the book with the proper explanation of the central system opinion about it.

The criteria of ratings for librarians and the central system will be different. The basis on which the librarian will review will differ from the central system. The criteria for rating & reviewing will also be different in published and unpublished papers. Weights of different criteria will be set differently for both published and unpublished papers (Rappoport and Tsur, 2015). For published papers, the information like the authors' background, the effort of the author, librarian rating & review will not affect much. A central system will have more responsibility so the ratings & reviews of the central system will be given more weights. The weighted average will be used as it gives more appropriate results. The weighted average is where each observation in the data set is multiplied by a predetermined weight. A weighted average assigns weights that determine the relative importance of each data point. The genre of the book will also matter when the rating process is done. The rating of the book is done after all the information is gathered. The following chart will show the criteria of rating for the different genre.



The rating criteria will be different for a different genre. Every genre holds specific characteristics according to which the criteria of rating should be set. Ratings will be on the scale of 5 where 1 is the lowest and 5 is the highest point on the scale.



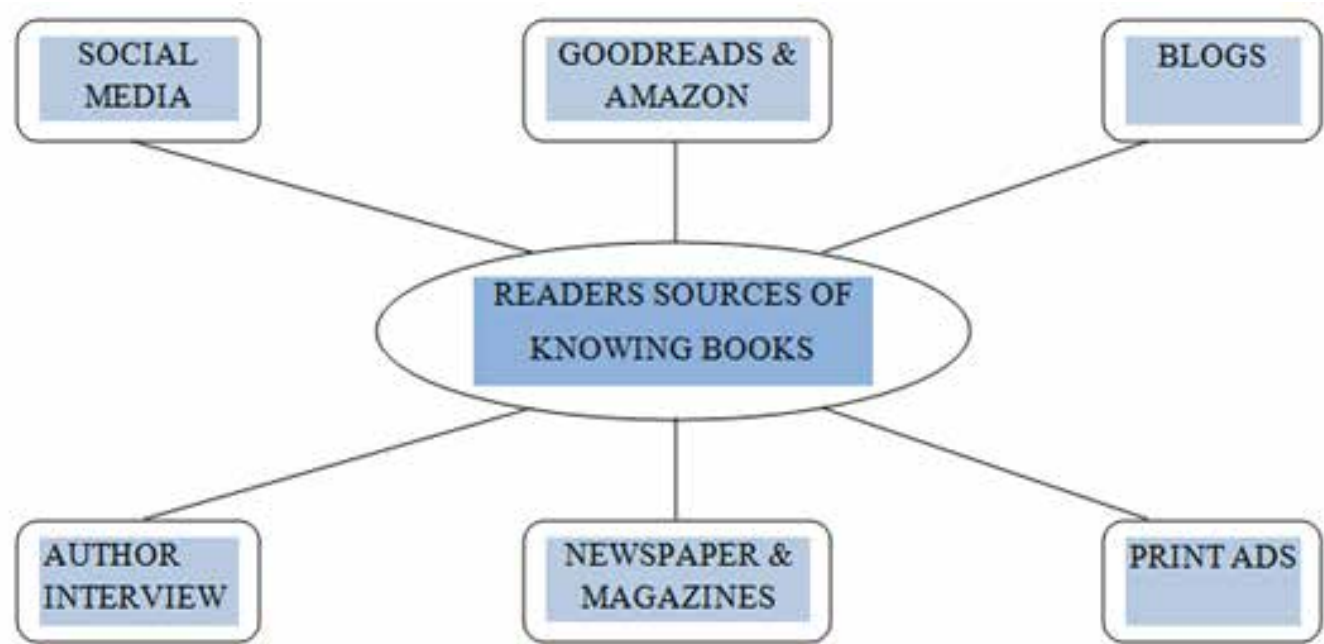
A central system should know all the information related to the book or the manuscript before rating & reviewing it. The ratings & reviews of the central system will be important because the readers will rely on reviews of the central system. The review given by the central authority will have a concise summary of the book or the manuscript and personal opinion will not be given high importance. The personal opinion of the readers might be different from the librarian or the central system. A central system should focus on the details and opinions. Opinions of the central system should be such that it connects with the majority of the readers. The brief summary of the book or the manuscript should not include too much information. As the review and opinion of the central system will be more appropriate and valuable, it will be helpful for the authors to understand where changes should be made (Fishbach, Eyal and Finkelstein, 2010). If the review from the central system will be positive, it will make the book or the manuscript more important for the readers. It will be a good way of promotion for the book or the manuscripts and will benefit the author. But if the review will be negative then it may cause some trouble for the book and author. Reviews & ratings of the central system can decide whether or not some books or manuscripts will be appreciated by the readers. So, the reviews & ratings provided by the central system should be genuine as it has a huge impact on readers and authors.

11.2 Feedback from Readers

Feedback or reviews is valuable information that can critique or summarize the book. It is written by the readers or professional book reviewers. It is the personal opinion of the reader about the book or the manuscript. Book reviews will make books a known quantity. It will help potential readers to understand whether the particular book or manuscript will be right for them or not. It will give the book or manuscript greater visibility. It will also help amplify the book's reach blogging communities which gain attention from new readers (Sailors and Davis, 2016). There can be both positive and negative reviews. It does not always mean that books or manuscripts with good reviews are good and bad reviews are bad. Everyone has their point of view and sometimes bad reviews will come from higher expectations from the book or the manuscript or the author. But that does not mean the book or manuscript will be bad or not worth reading. If there is a huge number of negative reviews even that will be worth reading. If some books or manuscripts will have 1 million of bad reviews even that book will be worth reading because more than 1 million people will read it and review it and invest their time on it so there would be something important on it. It is important for readers to understand what the topic of the book or the manuscript is and what it is criticized for. For example, let's take the book "The Da Vinci Code" by Dan Brown. This book has a huge number of bad reviews and on the other hand, there are people eagerly waiting to read this book. A review is just a personal opinion and it can differ from person to person. The book "The Da Vinci Code" was more criticized than appreciated. But there is still a huge fan following base for this book. Everyone has their perception. The reviews also matter from whom it comes. If the trusted reader that has been reviewing since long will review, it will probably be more accurate and helpful. But other readers who are new and have never reviewed anything before that might be incorrect and inappropriate.

Positive reviews will influence readers to read the books or the manuscripts, whereas negative reviews will discourage them from reading the book or the manuscript. Berger, Sorensen, and Rasmussen (2010) said that "All Publicity Is a Good Publicity" when it comes to book reviews. The mere fact that a book or manuscript will be highly reviewed may be a signal that it is an outstanding and worth reading book no matter whether the reviews are good or bad. Both negative and positive reviews will increase the volume of readers. Reviews or the feedback which will be provided by readers are mostly their personal choice and perception. The perception of every people will differ from one another. Suppose a reader likes a book or a manuscript with a romantic genre. If that reader reads a book with a

thriller genre, he/she may or may not like it. But another reader who loves reading a book or a manuscript with a thriller genre will have a high possibility to like it. So, different readers will have different choices and preferences. A reader will find out about the book through various sources. According to the recent research, social media, online book website (Goodreads & Amazon), blogs, newspapers/magazines, author interviews, and print ads are the main source through which readers get knowledge about the book. Different platforms will have a different impact on readers about the reviews. The reviews posted on the newspaper may not matter as much as the review posted on social media.



Readers reviews will help an author know what the readers demand. An author can improve his/her writing after knowing the views and demands of the readers (Wiggins, 2012). In today’s increasingly online world, book reviews will build honor, prestige, and recognition. Book bloggers are an excellent source of reviews. They provide honest and potential reviews and post them on different social media platforms. So, reviews from the readers, book bloggers or any other sources are important for the success of the book or the manuscript.

12. Upload Procedure after Review of Documents and Books

After the authentication and verification process of the documents, the next step would be to upload those files so as to make it available to the readers. It is to be noted that the digital text platforms in this contemporary world have made it easy to upload such pre-prepared files and set the appropriate price. It would be better to design a separate application by the web administrator and the management team of the library and upload the files in it. The readers would find it suitable because of its negligible amount of cost (McCaughey and Ayers, 2013). Moreover, every time a book or a document gets downloaded, it will give out a notification to the librarians. To take advantage of economies of scale, it would be better for the library to keep records of the history and preserve the documents for the future generations, in turn adding to the archive of the history. The upload procedure includes the following stages:

Creation of Listing

It is important to fill up some accurate information regarding the title of the book, the name of the author and the description of the book, to keep the piece of information organized. Organizing a list of such documents would help to manage everything more effectively. This would not only assist in finding out the books and other relevant documents but would also help the librarians to stay mentally focused. This listing would also serve as an external memory aid, which in turn, increases the productivity of the librarians as well. The readers coming to the library physically or searching online would easily get the appropriate files. Talking about the importance of the listing process, Aggarwal (2010) identified that the short-term memory of an average person can only hold approximately seven pieces of information for about 30 seconds. As a result, if the librarian had to remember details about more than seven documents, then the plan would not succeed. Listing and organizing the documents before uploading online is necessary to keep track of every file effortlessly.

Setting the Price

After creating the listing of the books, documents, manuscripts, maps, audio and video recordings in an appropriate manner, the next stage is to set the price in a strategic manner. This can be done by apprehending the target market of the files. It is vital to know the background of the readers to apprehend their capability of paying the charge for using the document (Johansson et al., 2012). At the same time, it is also important to understand the amount that the competitors can charge. However, in the case of the unpublished piece of information, there is no question of looking at the amount charged by the competitors. An appropriate pricing technique is thus important to select to reach more and more

numbers of readers. The cost-plus pricing includes adding a certain markup percentage to the costs. It is significant to determine the value that the readers provide by getting attached to the documents. Before setting up the appropriate fees, the library must include all the direct costs, including the amount of money that would be required to develop the application (Smith, 2011). The variable costs would then also be calculated to identify the percentage of the costs that are needed to be covered. In a way, it can be said that it is crucial to be considered that people have budget constraints. Previously the librarians usually ordered documents and files based on the trend and catalogs of various distributors. However, in this case, the librarians would be given the power to authenticate and publish files; hence they would be the ones who can set prices for the readers by following the appropriate strategy.

Strategy of Marketing

Prior to upload of the documents, it is also significant to make the readers aware of the availability and type of books, articles, audio, video recordings, manuscripts and coins within the library. This can be done by effective marketing thereby benefitting the libraries as well as the readers. This would not only improve the standard of the librarians within the international community but serve as the source of new creative and innovative ideas. Promotional activities for such a library ensure that the people do not overlook rather push the books to their forefront. An essential early step is to identify the audience and accordingly decide the outlets of the media that would suit the document in the best way. According to Baker (2014), a customized and focused marketing plan can establish a connection among the librarians, authors and readers. This master key can own success and provide an idea regarding the needs and wants of the audience. At the same time, the promotion of the author can also be done by building personal and strong connections with that of the media. With more buzzing about the availability of the documents, a greater number of readers can be attracted. It would be best to start by targeting the smaller media outlets and then working in the appropriate way.

The library needs to highlight the absolute removal of the credibility and transparency issues of the book, and also regarding the background of the authenticated files (Parker, Storey and Witteloostuijn, 2010). It is also significant to edit the files to become the experts in this field and the librarians can understand the reasonable length of those files. After researching more about those files, it is vital to select a significant platform exploring more ideas about it. Moreover, it is also vital to make social media to work out regarding the specialty of the documents, accordingly allow readers to use the word of mouth strategy. Furthermore, the media appeal needs to be broadened such that the library gets enough attention and people get to know about this new process and role of librarian (Morgan, Katsik

eas and Vorhies, 2012). The marketing team needs to be tenacious, dedicated and creative to assist in pursuing goals. In fact, getting involved with different groups and literacy centers can also be considered as one of the strategies to reach people. Thus, before uploading the authenticated and authorized files, it becomes important to build a platform, thereby increasing the eagerness of the readers, researchers, academicians and students. In a nutshell, it can be said that it would be important to build a platform before uploading the files.

Upload Process

Before uploading the files, it is vital to ensure that they all have been changed into the appropriate format. Next, the senior officials need to login to the account and open the suitable section. For instance, in the case of Google Play, one needs to upload the books by opening the My Books section. Accordingly, the Upload files button can be used to browse for the document that needs to be uploaded. This can also be done with the help of My Drive to pick the file from the Drive account. Then, all the books or the documents need to be selected that are intended to be uploaded. After a few minutes, a cover art would appear or in some cases, a generic cover would be shown by the application. Nevertheless, after uploading it is important to meaningfully organize the documents with proper folders, tags or sort in alphabetical order. Moreover, it would also be better for the readers if the files are organized into separate sections including uploads, purchases, samples and rentals. It is to be noted that the documents need to be in the compatible format, otherwise, they will not be supported. Besides, it is also to be kept in mind that too many documents or files can lead to a problem. It would be better to organize them among the accounts. In this way, the authenticated files can be uploaded in the respective accounts, in turn, benefitting people. After the upload process, there would be an option for rating and reviewing by the librarians, central system and the readers. This would judge the appropriateness, reliability and relevancy of the files.

12.1 Future Opportunities for Published, Unpublished and Unfinished Work

The readers always choose some particular publishers whose books they love to read. Now a day's libraries are closing down in the countries as people get all the information online. Therefore, librarians are becoming jobless or find another job. Librarian's job also becoming monotonous and they were remaining only to arrange books and issue it to the readers. It has been seen that people are not going to the libraries as they get all the information that they need on the internet, therefore the use of libraries in daily life becomes less important than before. Only the school and college libraries have some use because students often go there for their studies. But the proposed plan suggested that the readers could get the opportunity to read published unpublished and unfinished books as well. The main purpose of the plan is to create a new atmosphere for the readers and give scopes and opportunities to them to research from various sources, therefore get the best out of it (Blömeke et al., 2014). The idea of the plan is to bring every possible opportunity to the readers for getting valuable information from various sources. This will also give libraries a great platform, also the readers, researchers, and students could start going to the libraries and fulfill their needs. In today's world, it has many authors, researchers, scholars who write and research something new every day. Some get published and some get unpublished due to many reasons.

The proposed idea of bringing notarization in the libraries will give the published books a new approach to the readers to give their viewpoints. As many published books did not make secure their presence in the market. There are many pieces of research works that get published but individuals do not trust those researches. Therefore, they did not get any platform to reach the public. The plan will help the unpublished works get a platform like it could be kept in the library after authentication and validation by the librarian himself. Henceforth, the students, scholars could comply with the information from published books and unpublished ones and then they could choose the best which suits for their work (Corner, 2012). They could get a chance to compare both the published and unpublished works; consequently, they could see every aspect of both the works. The libraries are the best place for the published book that they could reach the readers. Readers would also find the books and it would enhance and give the urge to read the published books more and more to satisfy their curiosity. The librarians would have the power of choosing the platform for the published books whether it will be registered online or will be kept in libraries in physical form. The individuals will not get misguided by anyone as the plan would implement in the main library of the country which has the government's approval. Hence, it would be absolutely transparent because the whole system would be controlled by

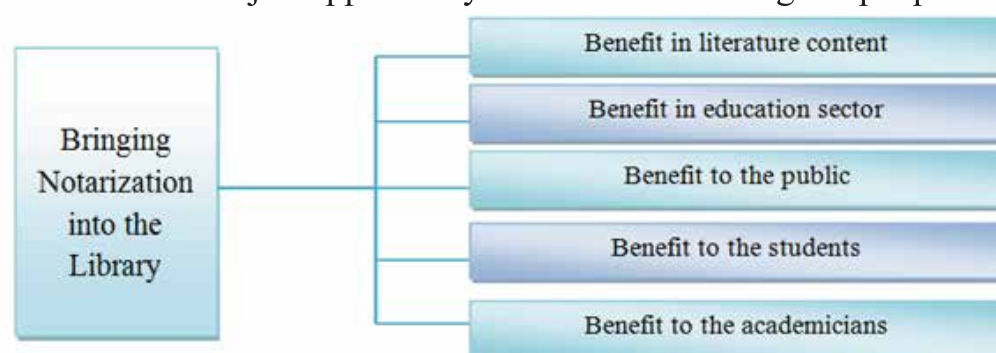
the government.

The unpublished book does not mean that it should have to be unfinished always. The books, research paper, old maps, old coins, historical antic works might have unpublished because of many reasons. There are many times it has been seen that the work is finished but did not get the opportunity to publish as the author could find the reliable publisher, or they might face any unavoidable circumstances, etc. In that case, the finished unpublished books will get a chance to reach the public by the new idea of bringing the power of notarizing documents to the librarian. It will increase the zeal within the readers to read the unpublished books. The readers will get to know about many historical things which were unknown to them. It will increase their knowledge and encourage them to know more about that. The purpose of the proposed plan is to bring out all the unknown books, documents, information to the public that could give benefit to society (Caldari and Nishizawa, 2014). If the books would have kept in the library therefore, the people could come and read the books and also take the valuable information from that would help them to reach the solutions. Many historical and ancient pieces would help the government also to develop their country. This suggested plan will help the authors to get recognition and encourage them to write more without fear of publishing their books (Hitler, 2013). As the seal from the librarian after authentication and validation of the unique paper will do the rest. There are many books that are unpublished and unfinished because of many reasons but that might comprise valuable information within it. This could occur when a researcher's research work remains incomplete due to sudden death or many reasons. The suggested plan would help the students, scholars to complete their assignments with those research works (Hirai, 2012). With the proposed plan it could happen that the readers will get inspired by the authors and start following their footsteps. It would give the opportunities to the authors who are gone into oblivion could make their presence in the reader's minds. These unpublished books could give a new idea to society and they could change their viewpoint and approach towards many things in the world. It would create more awareness between the readers and they could start taking care of small things to make society better. Also, it is in human nature that if people get benefit from any book or any ancient antique piece of work, they could recommend others to read or get those works. It will create a trustable relationship between the readers which also helps the authors to enhance their ability to writing. The proposed plan would create many scopes for the authors and readers also for the librarians. It would enhance the readership and the job of the librarian will get more acknowledgment and respect.

13. Benefit of bringing notarization

Notarizations basically help to thwart fraud and assure the owner of the document that the notarization is genuine. It generally acts as a three-part authentication process including vetting, clarifying and record keeping. Here notarization of the old maps, historical, personal diary, unpublished books, ancient papers, research works should be notarized by the librarian. It will help people in different ways to complete their work. Mainly notarization is done to legalize the documents. It is not mandatory for all the documents to be notarized but there are some documents that need to be notarized for the public. Bringing notarization in the library will help the students, academicians, school colleges or the education sector. If the librarian gets the opportunity to act as a notary officer, then the unpublished work will get the chance of authentication (Hatter, Hatter and Jackson, 2012). The people from different sectors could get the benefit as they might have some certain need for some information, which will only possible when the librarian would have the power of notarization. The people would need some information; hence they have come to the library and find the information but in an unpublished form.

If the researchers, students and authors could have the authorization letter and submit that to the librarian he would validate the documents and could authenticate it. The librarian would have the power to seal the unpublished documents by the stamp on it. Therefore a person who would use the information does not have to face any fraudulent. Bringing notarization will give benefits to the various sectors. It would make the job of the librarian more prestigious and motivating. People will more turn up for becoming the librarian. The job of a librarian is to perform various duties in a library. But in today's world where technologies are high, people do not visit libraries that much. So, the job of a librarian is to keep books on the shelves methodically, helping people to find out the books, organize the books properly. A librarian is required high education like a master's degree in library science to pursue this as a career. The job of the librarian has become very monotonous and unsatisfied for the person (Reininger and Hansberger, 2011). Now a day, that is why no one wants to choose a career as a librarian. Bringing notarization will create a job opportunity as a librarian among the people



13.1 Benefit in Literature Content

William Dunbar once defined in *A Dictionary of the Older Scottish Tongue* as ‘a contest between poets in mutual abuse’, the flyting is a literary genre characterized by invective, obscenity and poetic one-upmanship. Further, there is a broad scholarly consensus that the flyting was a form of oral poetry in which the competing poets would perform their invective exchange in the presence of an (often courtly) audience. Indeed, in William Dunbar and Walter Kennedy’s Flyting, the audience is directly tasked with determining the loser: ‘Juge in the nixtquha gat the war’ (FDK, l. 49). In vying to win the support of their audience, each poet appeals to ingrained Scottish prejudices, with a particular focus on the internal attitudes towards the Highland and Lowland regions. In his initial attack, Dunbar derides Kennedy’s Gaelic heritage with an obscene scatological metaphor:

Thy trechourtunghestaneaneHelandstrynd,
AneLawlanderswaldmak a bettirnoyis. (FDK, ll. 55-56)

In his response, Kennedy recasts the ‘Heland’ pejorative in a complimentary light, drawing on his heritage as a source of patriotic celebration. He implies that the Gaelic-speaking Highlanders are, in fact, the ‘true’ Scottish people:

Thou lufisnaneIrische, I understand,
Bot it suld be all trewScottismennislede.

It was the gudlangage of this land... (FDK, ll. 345-47)

It has been confirmed that the growing alliance of Scottish nationhood in the late fifteenth century was demonstrated and paralleled in the corpus of Scottish literature. Dunbar and Kennedy’s Flyting, although apparently a mere hilarious war of words, can also be read as an exercise in tying a Scottish viewer under a single national identity. Notarization will give benefit in many ways in various fields. Literature is the letter of words quoted by authors and poets. Every work of an author or a poet is criticized by other authors and poets. This is due to the difference in thought. This war of words is recorded and is important for further references.

13.2 Benefits of Notary in Education Sector

The notary public services will help the general public in various sectors. By turning the librarian into the notary officer, the education sector will be improving. The library is the backbone of the educational sector. The library is the place that promotes education and provides instant access to educational content (Cox and Corral, 2013). The notary public services will help the students in the research and further learning. There might be some important papers or manuscripts that are useful for the students but are unpublished or unfinished. Those papers or manuscripts will be authorized by the librarian and will help students or researchers to use that useful information and sustain quality education. If the unpublished paper is finished and the author of the unpublished paper wants the books to reach other students or the general public, the notary will authorize it and upload it in the online portal. This will help other students to enhance their education. Educational advancement is very important for students and researchers. Professors will also get a huge benefit from this service.

Suppose, Prof. BaljotSingh has written a thesis which contains some useful information and helps students and researcher for their education or research but he does not have enough source of people to publish or enough money to self-publish. In this case, he can visit the library and get the work authenticated and authorized and give permission to the librarian to upload it in the online portal. The students and researchers can easily access the thesis from the online website or application of the library. Professor will get a platform to present his thesis and help the students and the researchers.

Students' engagement with learning is related to students' engagement with the library. With the right of authorizing, the librarian will help students by providing quality information (Jimoyiannis and Angelaina, 2012). Librarians as a notary will help students learn the best ways to access and use quality information and resources. It will also help them to enhance their study and research skills with the use of the latest technologies. Students and professors can use help of the notary officer to enhance their learning. The library will provide both physical and online platform to access the published and unpublished book to the students and the researchers. So, the notary public services will help in the enhancement of the education sector.

13.3 Benefit to the Public

The Library will offer notary public services for the benefit of the general public. Everyone needs a notary no matter what the country's political and economic situation is. The notary profession will act as the universal unbiased third party to ensure that documents are prepared and signed correctly (Kelley et al., 2017). The notary services in the library will help the public by processing the documents faster. If any general public wants their documents to be verified and attested, they will go to a librarian with the notary rights and will get it done. There will be no hassle of time. It will be easier, convenient, hassle free and low cost/no cost process for the public. A notary will be preferred by the public because it will be appointed by the state government. In the world of cheats, scammers and frauds, the notary will give confidence to the public as chances of fraud will not be possible. The librarian as a notary ensures uniformity and honesty in each and every document authorized.



The librarian as a notary officer will provide job stability and career option to the public. Currently, the librarian is not a reputed job and the profession of a librarian is coming to an end (Khan, Masrek and Nadzar, 2017). With the successful implementation of this plan, the job title of the librarian will be enhanced and new career options to the youth will be provided (Fourie and Loe, 2016). The librarian as a notary officer will get a prestigious position in society. The general public will get a good platform to enhance their education. As a notary will be given authority to authenticate the unpublished books and upload it on the online portal, the public will be able to read it and gain knowledge. The librarian as a notary will also provide safety and privacy to the documents of the public. The librarian will also be responsible for keeping all the records of the notary for further inspection and investigation. As the profession of the librarian will get enhanced, it will benefit the general public in several ways.

13.4 Benefits to the students

In today's world, students get more exposure to their studies. They get the opportunity to access internets and other mediums for fetching information. Though everything is available on the internet there is some information which is only available by some research work written by the researchers, which might help them in conducting better research. It has been seen that many research works did not get the platform to reach the readers and the public. Therefore, the proposed plan will help that research works to get authenticate by the librarian and help the unique information to get register for academic use. It might be possible that the contents in the unpublished books, journals, manuscripts, research works are not present on the internet (Goulding, Walton, and Stephens, 2012).

Therefore, the proposed plan would help the students get more opportunities and scope of study with those materials. It will create awareness among the students that they could pursue higher studies to get the career opportunity as a librarian (Sofi, Valecchi, Bacci, et al., 2011). It will improve information discovery skills as well as it will also develop critical thinking skills to deeper learning. Students will grow more interest within them to study with those ancient specimens. It will create more job opportunities for students to pursue a librarian as a career. The proposed plan will give the opportunity to the students to explore various aspects of a librarian. The students can enhance their knowledge as they will get a scope to study from more sources i.e. published and unpublished books. As the above plan will give the librarians another level of their work, they will have the power of authenticating any book, and they would choose the platform for the unpublished books, journals, manuscripts. If librarians are deputed as notary officers and if they can validate authenticate rare journals, manuscripts, personal diaries this will create a new sphere of learning among the students. As it will be easily accessible by the students, they will get motivated to research more and grow in their lives.

13.5 Benefits to the Academicians

Owing to the proposed plan many unpublished books, old maps or many scientific letters, ancient manuscripts, geological archaeological specimens would get authenticated. Those will be available after validation and authentication, so there will be no credibility issue. The data that the society will get will be more transparent and more furnished. As the librarian will validate those unpublished works by giving ratings and by giving a review, so it will be more convenient for academicians to get the authentic work. Academicians will get hold of rare information which is not easily available in the market (Partridge, Lee and Munro, 2010). Academicians would get a chance to study further, or they could continue their research work with that unique information. Some of them get the chance to studies further and complete their research work with those specimens. They would also get the chance of teaching with that new information to their students.

Academicians will acquire more knowledge in the field of their interest. There will be many audio-video recordings which will be authenticated only for the students and the academicians that they could utilize it for their studies and research work. Many academicians write books and they are afraid of publishing their books, as there are many ethical issues involved with the publication process; therefore, they remain the books unpublished. However, due to this proposed plan, they will get the opportunity to give the sample of their book to the librarian for authentication and validation to get their book register in the library and available for the public. The academicians mainly teach particular subjects in school or colleges, but they will also get a subject to teach and will encourage students to pursue it as a career. Academicians can also diversify their careers into a librarian. If the power of validation would be given to the librarian then he will feel proud of doing his job. The proposed plan of the librarian as a notary officer will benefit the academicians for choosing the library as their career which will give extra powers to make their job more interesting and prestigious (Jena, and Mahanti, 2014).

14. Limitations Involved with the Plan

Every process has its own advantages and disadvantages. The limitations involved with the plan are described below:

- **Copyright:** Digital media has made easy to copy the information. Digitalization violates the copyright law as any reader can freely copy the information without the acknowledgment of the author. Without the consent of the author, information from his work can be copied and used by others (Kirkwood and Price, 2013). Students and youths can copy all the information from this platform without really learning anything.
- **Technological default:** The computer virus, quick degrading properties of digitalized material, technological error, damages in the technology, etc are the main technological default. Error in the system or technology can cause some delay in the work process. As a huge amount of information will be stored in computers and other gadgets, high chances of the system being slow are possible. The rapid change in technology can also be one of the limitations. Technology is changing rapidly and the cost is also rising. It is not possible for the authority to change the technology frequently.
- **Privacy and Data Security:** Digital technology means a huge amount of data and information is collected and stored in the system. The information can be personal or professional. If any default in the system occurs, there might be a loss of a huge amount of information and it can be very difficult sometimes to keep data safe. As it is a world of digital technology, any system can be hacked any data or information can be stolen. Due to digitalization, privacy and security of data might be difficult.
- **Corruption:** Corruption is the main problem for every business. Not every employee working can be honest and truthful towards work. A librarian can sometimes use his/her right to verify and attest deeds and documents to do something illegal. A librarian may even take corruption from an individual or the public to use his notary rights against something that is out of notary rules and regulations.
- **Lack of distribution channels:** A distribution channel is a chain or path through which goods and services pass from the intermediaries to the end consumer. Here, the distribution channel path will be the central authority, librarian, authors and public. Proper communication should be there between the channel paths (Ashikuzzaman, 2018). No proper communication between central authority to librarian or librarian to the authors or the public may lead to miscommunication or misinterpretation of information.

- Lack of proper identification of target markets: Most of the companies fail in the identification of target markets. Proper identification of the target market is really important for the success and long run of the company. A library must know where the services will be most liked and must identify major competitors to determine the target markets. Once the library understands the definition of target market identification, the job of market research opens a wider opportunity.

15. Ways to Ensure Error-Free System

Every system wants to improve its accuracy but mistakes are going to happen at some point in time. No plan can ever execute without proper planning. Every plan is successful only after the proper implementation of the plan (Norton, 2010). Proper implementation of a plan and no error in the entire system can lead to the success of the plan. To ensure that there is no error in the system following measures should be taken care of:

ERROR FREE SYSTEM
<ul style="list-style-type: none">• Make a Pre-Launch Checklist• Strategic Leadership• Use of Advanced Technology• Protect Confidential Information• Recruiting Skilled Employees• Avoid Corruption• Effective Communication• Proper Inspection of Workplace

- **Make a Pre-Launch Checklist:** A pre-launch checklist is important because it helps us navigate through challenging tasks efficiently. Even though all the steps are taken well care of, it might be possible to forget something in the process. Before the implementation of a plan, a checklist can help process what is missing. A checklist can be prepared by the higher authority employee or can be prepared with the help of the internet. The employee preparing the checklist can take the help of the internet to add a few things about their experience which might be helpful (Bridges, 2012). A pre-launch checklist can aware if anything is missing. To mitigate the unforeseen events and their consequences, a pre-launch checklist might be helpful.
- **Strategic Leadership:** Strategic leadership refers to a managers’ potential to express a strategic vision for an organization and motivate other employees to acquire that vision. Strategic leadership requires the potential to foresee and comprehend the work environment. It requires objectivity and potential. Not everyone can have such potential. The employee who will monitor the entire system must have a good knowledge of strategic leadership. An effective leader needs to be updated about every action or steps happening in the library. The leader of the library needs to have a wider perspective and outlook. They must try to develop consent for their ideas rather than forcing their ideas upon others. The leader must have social skills that will build a good working environment for the employees. There must be a strong strategic leader to ponder its strategic objectives and missions.

- **Use of Advanced Technology:** Technology is used by almost every company to accomplish a specific task. Technology has changed the way of work. Technology can be of great use in the library. The primary advantage of the advanced technology can be it helps in reducing human error and accelerates quick decision making. Technology encourages innovations and creativity. Employees can use internet technology to innovate ways of promoting their service. Technology has improved so much that it saves time reducing the workload of the employees. Technology also helps in creating mobility for employees. Employees can work from anywhere at any time. With the help of the proper use of advanced technology, we can ensure that there will be no error in the system. Technology can also be used to track the performance and productivity of employees.
- **Protect Confidential Information:** Whether the information is about the employees or public, it is the responsibility of the higher authority to keep it confidential. Failure to protect the data or information can damage the reputation of the library (Willis, 2018). An author who wants his/her to be verified and attested comes with a belief that the work is not going to be misused. It is the responsibility of the librarian and the central authority to keep that work confidential and provide a better platform as promised to the author. It gains authors trust, confidence and loyalty which will motivate the authors and other youth to utilize this platform in a good way. The responsibility of the central system should be that the information should not be edited. The protection of all the confidential information of employees and the public is very important for the reputation of the workplace, confidence and loyalty.
- **Recruiting Skilled Employees:** Hiring and recruiting skilled and educated employees decrease the chances of risks. A librarian who is well aware of all the notary activities has fewer chances of any fraud and mistakes. Skilled employees are more efficient and they will not waste any time fumbling about the process. A skilled workforce will be able to come up with innovative and creative solutions for new problems as they possess the skill to work rightfully. A weak workforce may hamper the goodwill of the library that's why a skilled and educated workforce is required. If any change is implemented it is necessary to aware of the employees and trained the employees according. A librarian may or may not know the act of a notary that's why proper training should be provided to all librarians about the change in the job role.
- **Avoid corruption:** Corruption is bad for society and business posing a severe financial, operational and reputational risk. Mitigating corruption is important to promote transparency and accountability (Burke, 2013). Anti-corruption programs should be organized to show the employees that the business

has a zero-tolerance policy on corruption. And as the notary is a legal profession, the librarian should be well aware of the legal consequences of corruption. If there are extra security and protection, the employees will avoid any sort of corruption with a fear of getting caught. There must be absolute transparency in the entire system.

- **Effective Communication:** The most essential way to ensure the error-free system can be effective communication. Good communication is always two-way communication which involves one party sending a message that is easily understood by the receiving party. Good communication helps to build good teams. Good communication between the central system, librarian and author must be there to prevent misunderstandings. Effective communication between the central system and the librarian facilitates information sharing which can contribute to the success of the library (Webster and Webster, 2019). Good communication among employees can bring out innovative ideas. Being innovative relies on engaging to explore new topics and ideas. Employees must be given an opportunity to express their opinion. Effective communication may lead to the success of the library.
- **Proper Inspection of Workplace:** Workplace inspection is important to prevent unforeseen circumstances (Larson and Gray, 2017). Regular library inspection is important for the overall management system. The main purpose of the inspection is to listen to the concern of librarians, identify existing hazards, understanding jobs and monitor steps to mitigate hazards. There can be safety hazards, physical hazards and psychological hazards. Proper inspection is important for librarian satisfaction and the growth of the library

16. Conclusion

Summing up, the above discussion shows that the libraries are still considered as significant in the modern contemporary world. People still consider books to be the most important part of life and mental stimulator. Studies have also shown that libraries are still presumed to be significant in the modern contemporary world. At the same time, the present scenario of the trend of book readings shows that people still prefer to read books in either way, physical or online mode. From the perspective of the library users, the paper also reveals that such knowledge-centers never fail to engage their potential readers. Libraries provide access to all individuals irrespective of their persona, background. Nevertheless, it has been observed that the current roles and responsibilities of the librarian in the 21st century are somewhat limited. Moreover, there are certain pieces of information that need authentication and verification. Also, there are some that lacked high circulation just because of the non-availability of appropriate platforms. Considering these facts, this paper intended to propose a plan where the librarians would have given the power of authentication and validation of the unpublished books, manuscripts, old maps, etc. similar to the duties of a notary officer. The authors who want to publish their books face many ethical issues like fraudulent publication, duplicity, authorship issues. It would be beneficial if they would get a chance to go to the librarian and get the opportunity to publish their books with the given ratings and reviews of the librarian. According to the plan the librarians would scrutinize both published as well as unpublished works on the ground of its content, title, language references. After the authentication and validation, they would select the appropriate files that would be uploaded on a suitable platform. If the librarians would be given the power like a notary officer the job of the librarian will become more interesting and prestigious. The validation process also involves the Central System and readers. In other words, the central system would check whether the documents and files are eligible to upload or not. Additionally, the readers would be given the opportunity to rate and review the documents and provide their feedback. Based on the weighted average of the ratings of three systems, the final point would be counted for the respective document, file, manuscripts and maps. This plan is expected to be beneficial for not only the librarians but also for academicians and students to pursue a library course as a career opportunity. Also, the authors as well as the readers are supposed to be benefited through this system. Finally, by implementing certain measures, the system would be ensured to remain error-free. However, though this plan involves certain limitations as well including the technological issues, credential problems, confidential challenges and so on, yet the plan of turning librarians into verifying notary officers would certainly be beneficial for the society.

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