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THE BASIC LAYOUT OF LIBRARY AUTOMATION

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Abstract— *Present era, the library automation technology should be used in libraries for the sake of in-house working system. In this paper with discuss about the use of Library automation technique and described in all its functions such as library all functions, duplication of work, book Acquisition, Stocking, Issue-Return, Verification etc. the automation technique and implementation of library should the librarian also has an important role. The use of this technology has been described in this article, but cost is big face a barrier.*

Index Terms— Library Automation, Software, Resource Sharing.

- 1. Introduction** - The term automation means the procedure where any machine or instrumentation is involved to fulfill any task. Use of machines not only saves the time but also saves the energy of mankind. In USA at the beginning Computer was used in the field of Indexing of Library records. Due to very High price Computers were beyond the reach of Libraries for Automation. But on late 60's price of Computers & its components slashed down and became common in Libraries such as Library of Congress, MEDLARS etc. [01] The term Library Automation refers as to: A. Automation in Acquisition B. Automation in Classification C. Automation in Cataloguing D. Automation in Circulation E. Automation in Serial Control F. Automation in Verification Hence Library Automation means use of computers & Library software to save the man hours in library and to focus on key areas like CAS (Current Awareness Service) and SDI (Selective Dissemination of Information) to the right user at right time.
- 2. Need of Library automation** - Traditionally all the work is being done manually in Libraries i.e. with all entries of transaction done in Issue registers, manual stock registers, Patrons registers etc. [03] But due to following reasons the need of Library Automation is a rising rapidly:
 - A. Information Eruption** – Present scenario information explosion big tones of information is predicting and producing day on a day. To Easley handle a Meta Data the process of Library Automation is essential part of the library.
 - B. Various types of information in various formats** – present era information have been generating in various formats just like image document and text file extension format etc. To use the data in various field and formats Library Automation is essential.
 - C. Effective Manage** – To make big collection and various patrons an effective management of library is essential how can be done only through Automation
 - D. Effective approach for ISR** – Automation is efficient approach for ISAR. Any information use can be retrieved & store within friction time of seconds.

E. Time Consuming – Library Automation not only Consume the time of the library users but also it consume the time of library staff & ISAR. Automation can be done without increment and wasting time of every one.

F. Utilization of Resource Sharing – which can be accessed worldwide data is an As every record / data / information is digital. Everyone when and where it is demanded to one can share their resources.

G. Library Services – Library Automation is very useful in accessing best library use and services as compared with traditional library system or manual system.

H. Economic – There is no need to invest and such a information which are available with other libraries. Due to Library Automation effective resource sharing activities can be performed.

3. Basic requirements for library automation - Following resources are required for Library Automation:

I. Financial Assistance – No library can flourish without financial assistance. A good library needs good amount of money. Purchase of Books, Journals, Magazines, needs large funds.

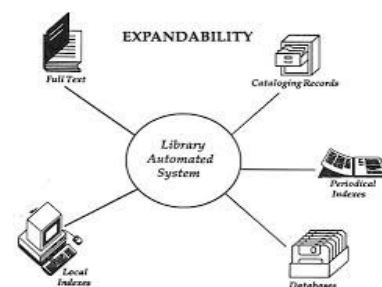
J. Hardware – Basic Hardware like Computer, Printer, Barcode Reader, Barcode Printer etc. are needed for Library Automation.

K. Software – Software is very important part of Library automation. One can install any Library Software according to their budget.

L. Good Collection of Books & Library Material – Last but not the least a good collection of library materials is also needed for Library automation so that maximum user satisfaction should be claimed. [02]

4. Objective of Library automation - The sole objective of Library automation is to:

- A. Optimum use of resources available in library.
- B. Setting up best suitable system.
- C. Save the time of Staff.
- D. Save the time of user.
- E. Efficient use of Human resources.
- F. Accuracy in Stock Verification.



5. Advantages of library automation -

M. Time Saving – Automation is a time saving technique it fulfills the 3rd and 4th Law of Library Science of saving the time of the reader and the library staff.

N. Easy Working – Automation leads towards easy and efficient working of Library staff which provides complete user satisfaction.

O. Easy Searching of Information – Library Automation makes the user to search their queries in better ways which saves their time and efforts.

P. Helpful in Resources Sharing – Resource Sharing can be done in better ways as libraries can be inter connected with each other and can be able to help each other by providing Resource Sharing facilities.

Q. Efficient Book Keeping – Not only Patrons but Library man get benefitted by automation by keeping their Book Keeping efficiently with less efforts. [04]

6. Barriers of library automation -

R. Costly Affair – Library Automation is costly affair for small libraries with less number of users. But in the other hand where there is large collection of materials and many users it is cost efficient. Hence Finance is one of the Barriers towards automation.

S. Untrained Staff – A large amount of data is converted in to various databases where accurate data punching is required. These databases were later fed into Library software for automation. Hence untrained library staff is one of the barriers in Library Automation.

T. Internet Facility – There are many places in rural areas where Internet Facilities are not available which is required for Resource Sharing, Information Searching etc. which is a barrier towards complete automation.

U. Less Collection – Some Libraries doesn't have sufficient numbers of materials so it is not worth for them to go for Library Automation. [05]

7. Equipment used in data collection - Previously Published research Papers and reviews have been used in data collection.

8. Conclusion - Hence Library Automation will not only improve your Library Standard but also helpful in imparting good library services to the users Selection of suitable hardware & library software is very essential part where financial issues are involved. Librarian and library staff must have adequate knowledge of Hardware and software so that he/she can manage the operations smoothly and very efficiently. A standard Software package must be used which is very common so that you can effectively use the resource sharing facility. Library Automation needs perfect planning & implementation.

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