



## RATIONALIZATION OF LIBRARIES AND ACTIVITIES

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### **Abstract:**

*The librarian is a mediator between the man and the graphic records that his and previous generations have produced, and that the goal of the librarian is to maximise the social utility of graphic records for the benefit of humanity. It involves the processes of selecting, acquiring, and making available for use the contents of graphic records. Librarianship is a trinity of acquisition, organisation, and dissemination, in which acquisition relates to the selection and accumulation of materials, organisation to their preparation for efficient use, and dissemination concerns the processes of making the contents of graphic records available to the user.*

### **Library**

As per the S.R.Ranganathan fifth law 'The Library is a growing organism', has accommodated and assimilated a new form/system over the decades. With the advent of information and communication technology, the function carried by a library has been changed to some extent through the use of fiber optics, internet. To meet the increasing demand for information from the users, have put traditional responsibilities on the librarian and library professionals.

The term used for a collection of books and other literary material which have been kept for reading, study and consultation the term is used for a place, building, room or rooms set apart for the keeping and use of a collection of books, etc.

A number of books issued by one publisher under a comprehensive title as the 'Loeb Classical Library', and usually having some general characteristic such as subject, binding, or typography refers to a collection of programs or routines that are used frequently by application programs or system programs. For example, if five users frequently use the same routine, such as a square root function, then one copy of the routine is put into a "library" and accessed as required instead of each user having to program a square root function every time it is wanted.

### **Traditional library**

The collection of the traditional libraries is mostly print media like books, periodicals, newspapers, manuscripts, maps and other printed materials. In earlier days these resources consisted of archives, as changes for taken place in the libraries from time to time these resources were extended to provide services to the general public. In the traditional libraries these documents are deteriorating at a rapid rate, the collection information is not easy to locate and so does not easily reach to user, again the traditional libraries are confined itself within a physical boundary.

### **Automated library**

The automated library all the operations are doing with the help of computers such as catalogue, acquisition, circulation and information providing to users etc. The rapid proliferation of information and communication technology and digital technology has brought several changes in the field of library based services. The holding of this type of



libraries are same as that of traditional libraries. The resources of the electronic libraries are in both print and electronic form.

### **Librarian**

A person who has charge of the contents of a library, making the stock and library services available to those who need them or are entitled to them

The chief administrative officer of a library

A professional member of a library staff Combined with name of department, type of work, kind of library, or with a personnel rating term, the term is used to designate the title of a staff member; e g., order librarian, children's librarian, branch librarian, senior librarian The person controlling the library in which all magnetic files and programs are kept, issues data files and maintains records of tape usage, including details of current file generations and their associated reel numbers Traditional librarianship is all about sitting down in the midst of books and expecting people to come and read. If they do not come, then, the librarian closes at the end of the day. But a modern-day librarian in the digital age must be sound in the storage, retrieval and dissemination of information with the aid of information communication technology (ICT). This may be through computer, internet, e-mail, CD-ROM, slides, teaching aids, telephones, including the global system of mobile telecommunications (GSM), fax machines etc. Archival materials could be stored on servers with help of digitization for easy retrieval and dissemination to prospective users. Librarians can now conveniently store archival materials in digital form which is highly compatible with computers, this means vital information can be preserved and retrieved easily when needed.

The librarians who are the traditional gatekeepers of knowledge are in danger of being bypassed if they do not acquaint themselves with the latest information technology and adopt them in their daily work routines, this skills are ignored if the necessary ICT skills are not acquired, their advice unsought if they are not vast in this digital age. However, the adoption of information communication technology has rebranded librarianship and librarians are now taken up new task in this digital era.

In the present technology "internet era the professional librarians have to change themselves as the information profession is being changed. Librarian must be integral to the decision making process, he must help the students in searching web based resource and also encourage the students to utilize the library online resources.

### **Goals**

The library goals are to produce a well trained professionals equipped with new IT tools and techniques, to achieve this library and information centres, associations and institutes have to take initiatives. And also formulate the policies and to provide required infrastructure in order to achieve the goals of the profession. Provide training programmes and refreshers courses to introduce their staff with new changes and techniques of information handling. The resources at the disposal of the library profession for the achievement of its goals are:

The Collection of graphic records selected for their potential utility to a defined clientele and organised for efficient use and the body of intellectual skills necessary for the selection, organisation, and dissemination of materials in ways that will meet contemporary



social needs. Librarianship, therefore, implies a body of material and a corpus of skills for its manipulation, to the end of serving society.

It is the unique responsibility of the librarian to assemble, to organise, and to facilitate the use of graphic records, his genuinely professional activities must lie in these three areas. But the focal point of this activity is that moment when a book, graphic records, passes into the hands of the reader. If this event takes place frequently and fruitfully the library may be said to be successful; if it never takes place, nothing the library could be or do would justify its existence. This is the sine qua non of librarianship in relation to which the relevance of all other possible activities must be justified. Policies of selection, methods of organisation, and media of interpretation must be chosen with this end in view; this is the standard by which the knowledge that the librarian must possess, if he is to perform his professional activities adequately, must be judged.

### **Objectives**

The primary objectives of any libraries are to collect, store, organize and access information in any form i.e. print, digital or electronic to meet the requirements of the users. To achieve their objectives of acquiring, processing, and disseminating knowledge, the librarians group their activities as under:

#### **a. Administrative**

The following are the administrative activities in libraries are:

Formulating and administrating policies, rules and regulations

Planning and development of the book collections maintaining closer relationships with administrators, faculty, students, committees, and others preparing reports, surveys, studies, and analysis of library services preparing and administering the budget when approved recommending for appointment, instructing, and the library staff guiding plans for a remodelled, enlarged, or new library buildings seeing that library quarters and equipment are kept in good condition purchasing supply and equipment handling general library correspondence making library resources and services well known to its users cooperation with other libraries in the area participation in local, state, and national library activities.

#### **b. Selection and acquisition of library materials**

The following are the selection and acquisition of library materials are:

Collaboration with the faculty in the selection of library materials bibliographic verification of all orders and searching before ordering to avoid duplication ordering all books, periodicals, and other library materials systematically checking bibliographies to evaluate collection, and preparing list of needed items administering the book funds and maintaining proper recounting establishing and maintaining efficient acquisition records.

#### **c. Preparation of materials**

The following are the preparations of materials in the libraries are:

Cataloguing and classifying books and other library documents searching for catalogue information, preparing master cards, and adopting of congress cards or cards prepared by a



centralized agency like a national library or opting for cooperative cataloguing assigning subject headings typing, computerizing, revising, and filling cards supervising the mechanical preparation of books and other library materials  
maintaining essential records and statistics

#### **d. Assistance to readers**

The following activities are the librarians to assistance to readers are:

Providing for the efficient lending and return of books and other library materials Explaining the arrangement and facilities of the library answering reference questions compiling bibliographies and indexes borrowing and lending materials on inter-library loan giving bibliographic instruction in the use of the library the grouping of the above activities into departments/sections and the manner in which lines of responsibilities descend from the librarian to the staff vary in different libraries but the general pattern of departmentalisation and assignment of duties is almost the same in every type of library. Of all the professions, that of the librarian are the most derivative and synthetic, is most dependent upon the more formal disciplines for the derivation of its own theoretical structure and its corpus of practice. Yet this very quality has given librarianship a uniquely strategic position of leadership in the integration of human knowledge, and it could make librarianship, but also throughout all human life. The principles of administration, the principles of organisation and their application to libraries have been derived from the disciplines of public administration, and management.

#### **Conclusion**

The information technology place an important role in the field of library and information centres. Information technology has brought several changes in modern libraries. Hence it is most important to rationalize all the libraries work, procedures, rules and regulations in the present era. The rapid advancement in information communication technology brought several changing in the field of library and information centres. Other side technology is also changing day by day, the new technology is replacing the old technology, and there is no exemption in the field of library science also to implement these advanced technologies. Librarians must take necessary steps to implement these new initiatives to improve their libraries. Hence the rationalization of librarian activities is very crucial in this changing technological world.

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