

## **Library Automation and Area of Library Automation**

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### **Abstract**

Library automation is a convert from library manual to machine is called library automation. mechanization of library house-keeping operations predominantly by computerization is also known as library automation. In recent times, even the related topics such as and information retrieval semi – automatic indexing and networking of automated system also treated as part of library automation. In these thesis we are focusing on the main components of housekeeping operation such as acquisition control, serials control, cataloguing and circulation control.

**Key word:** Library automation, Computerization, Catalogue, Library software, OPACs

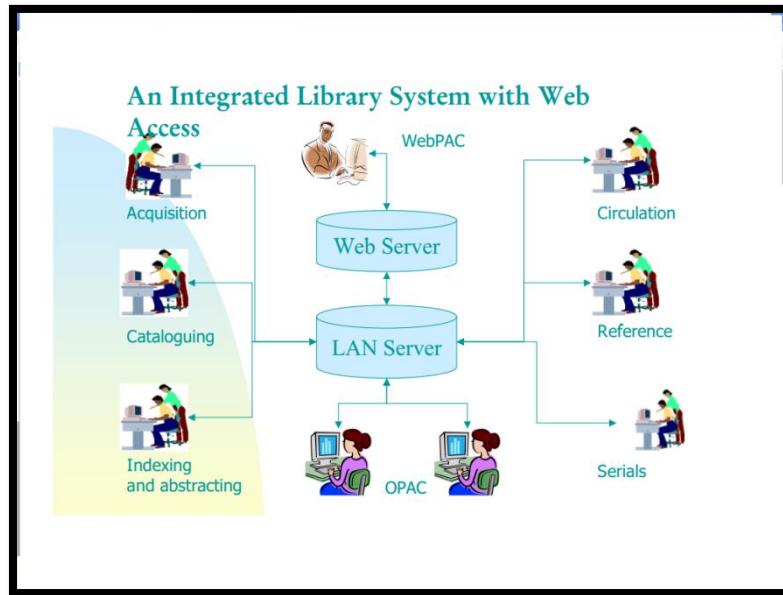
### **I. Introduction**

The term automation is used for any process which is done through input and output operation. Examples:-railway reservation system, Circulation control system. Library automation system includes maintenance of large bibliographical database. The status of library automation depends on Interaction between human and computer to accomplish various tasks of the library automation systems. In order to provide and also to enable the records in the database. The international standards for bibliographic description of library automation system uses sophisticated software tools and standard to index search and display information from the database created.

#### **1.1 Library automation includes :**

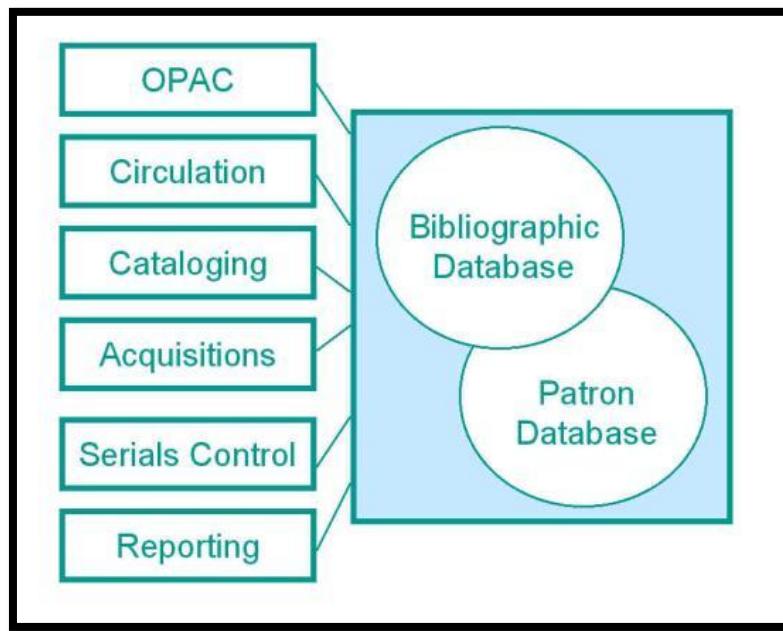
- Computerization of the house –keeping operations of the library
- Operate a computerized library management system
- Improve control over the increased volumes of work load of the library
- Integrated need of information technology

#### **1.2 Automated library system flow chart:**



**Figure 1.2 Working procedure of automation library**

### 1.3 Block diagram of Automation library functions:



**figure:1.3 Block diagram of functioning of library automation**

### 1.4 Need and purpose of library automation:

The need of library automation has several reasons. Need of computers is present in

all areas depending upon its usage. They range from acquisition control, serial control, and cataloguing and circulation control. They are also used for library manager's evaluation of reports, statistics, etc. For the good administration of the library computers are used in all levels of work. Above all, the unique characteristics of computer made it the right choice for the library world. Computers right from the beginning are considered to aid man, in doing various operations. In the present modern time in order to perform the library automation, computerization is needed in the library because of the following reasons

- Obtain increased operational efficiency
- Retrieve professional staff from critical work so that they are available for user's oriented services.
- Improve the speed effectiveness of library services
- Improve the access the resources and outside library also
- Improve the management of their physical of financial resources
- Facilitate wider disseminate of library product and services
- Enable their participation in resources sharing through library network
- Enable repaid communication with other libraries
- Provide new library services
- Objective of library automation:

### **1.5 Objectives of library automation**

- To maintain bibliographical records of all the materials, in a computerized form.
- To provide bibliographical details through a single enumerative access point of holdings of a library.
- To reduce the repetition in the technical processes of housekeeping operations.
- To provide access to information at a faster rate.
- To share the resources through library networking.
- To implement new IT processes to provide high quality information.

### **1.6 Implementing library automation**

Library automation, which started in late 70's in few special libraries, has now reached the university libraries. It is yet to take off in college libraries in India. Library automation refers to the use of computers in the routine and important services of a library. Automation of a library has mainly two components, viz. computerization and networking. Computerization will help a library to modernize its in-house operations while networking will allow it to access other libraries for the exchange of information

## **II. Areas (models) of library Automation:**

- Acquisition model
- Circulation model
- Serials control model

- Cataloging model

### **2.1 Acquisition model:**

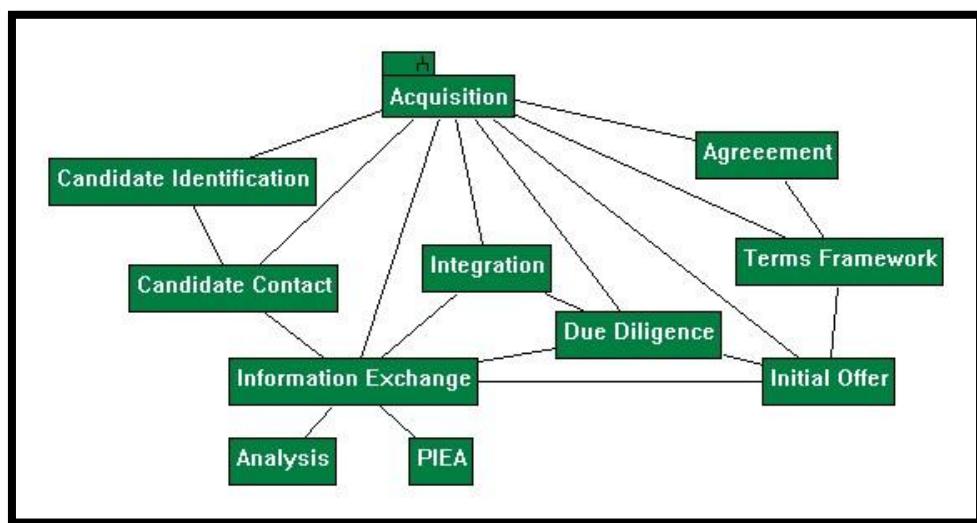
This section main section of the library it is used for Processing of the document in covers government document, library materials, C.D ROM, electronics recourses, generally it referred to ordering books receiving the payment etc

### **2.2.A Function of Acquisition model**

There are many function of acquisition model

- Receive and request the from user/client
- Collection and suggestion from staff and users
- Duplicate of check
- Interacting the users intimating the users
- Enquires
- Invoice, processing and payment reminder ordering
- Vendor record budget, discount,
- Exchange rate
- Book order procedure
- Maintenance of different database
- Generate the acquisition report

### **2.3 Structured for the acquisition section**

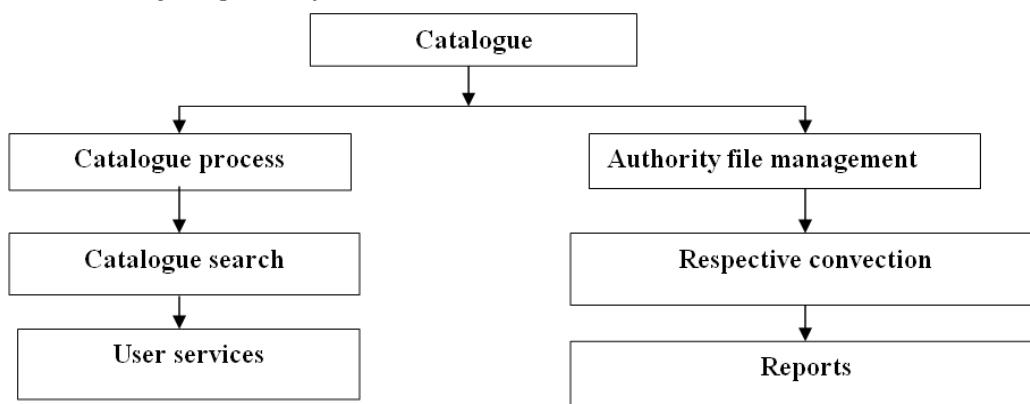


**Figure 2.3:Structural diagram of acquisition Model**

### **2.4 Cataloguing models**

A catalogue is a list of books / document or catalogue is an organized record of the

stock of a library the main objectives of a catalogue is to give access to a library collection via a number of access points thus essentially acting as a findings tool through catalogue is a file of bibliographical record. Generating selected record in book form or card form Providing for search of the database by various access points. Maintenance Title in process update holdings calls no subject update keywords etc ....

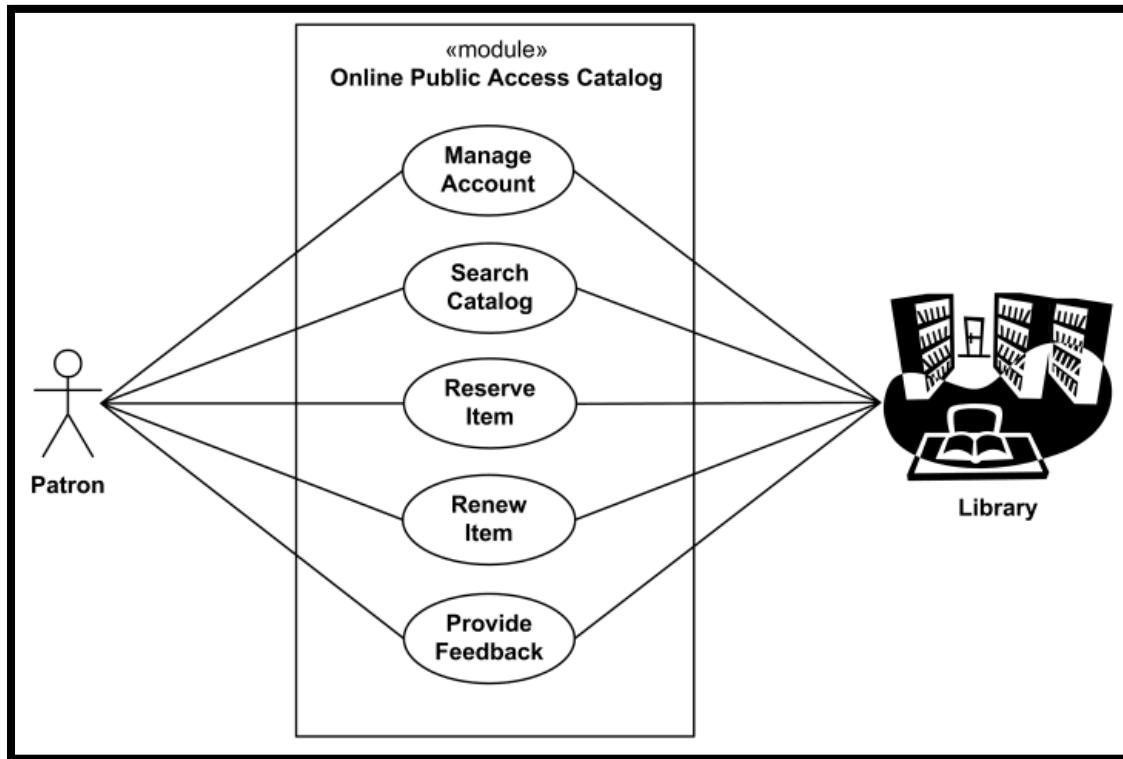


**Figure 2.4 Flow chart of Cataloguing models**

## 2.5 OPAC online public access catalogue:

Cataloguing activities using an ILS products an electronics catalogue. The OPAC means of access to the catalogue for uses which is limited to search and display is called OPAC An OPAC is usually offered as an add an module that is integrated with the catalogue model system The specific search and display features of an OPAC vary from system to system OPAC can also be linked to the circulation model so that users can find Out form its OPAC record the states of an items

- Loan information
- Self check in checkout
- Links to electronic resources on the web
- Links to local database
- Recent development in ICT have enable libraries to publish their Catalogue on the web making then accessible locally or remotely Through the web as a web OPAC



**Figure 2.5 Diagram shows how to search for Self check in check out**

### 3.Circulation models

Manual circulation system is typically routine in nature. With a high degree of layout involvement, circulation staffs are predominantly engaged in clerical function like issuing and return of library materials, filling of books cards, generating overdue notice, calculating and collecting fines, placing reservation for library materials and maintaining statistical record of library material circulated. Circulation department also handles new borrowers registration and maintains records of all existing and delinquent borrowers. The routine character of all the above activities contributes to errors in filing and record keeping tasks and also to the slowness of the procedure itself.

#### 3.1Circulation model of functions

- issue
- reservation
- return
- membership entry
- collection update
- inter library loan (ILL)
- user communication
- report printing

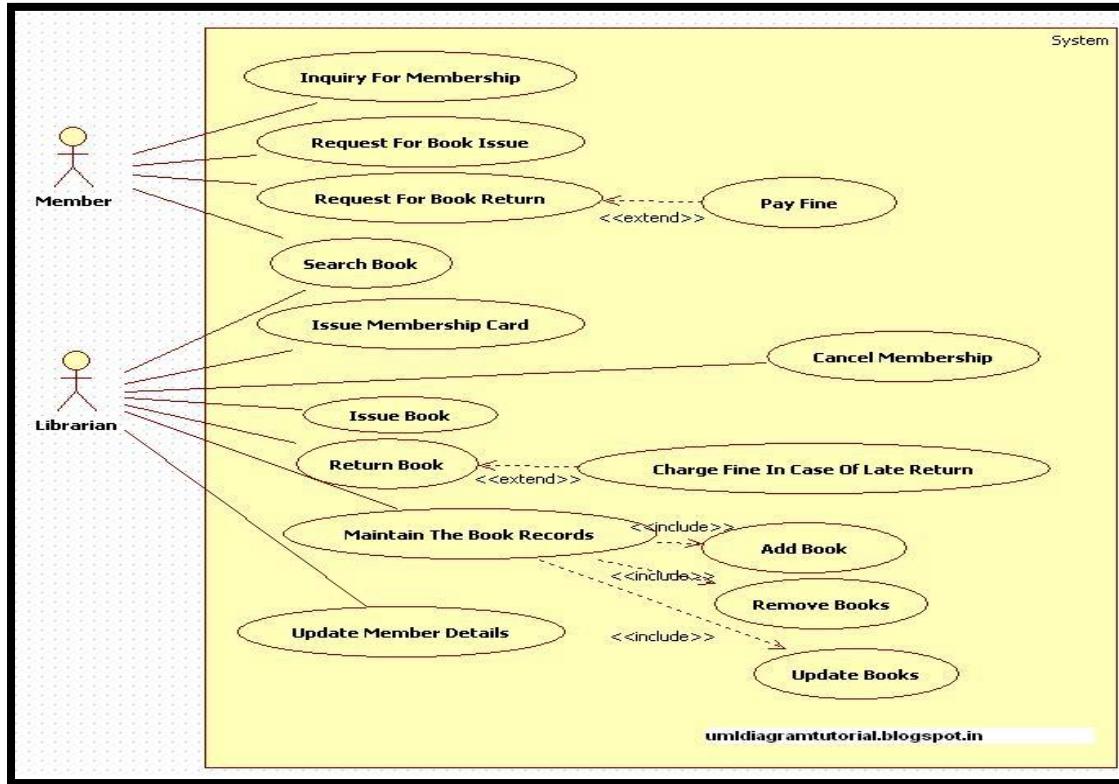


Figure 3.1: Diagram shows working of Circulation Section

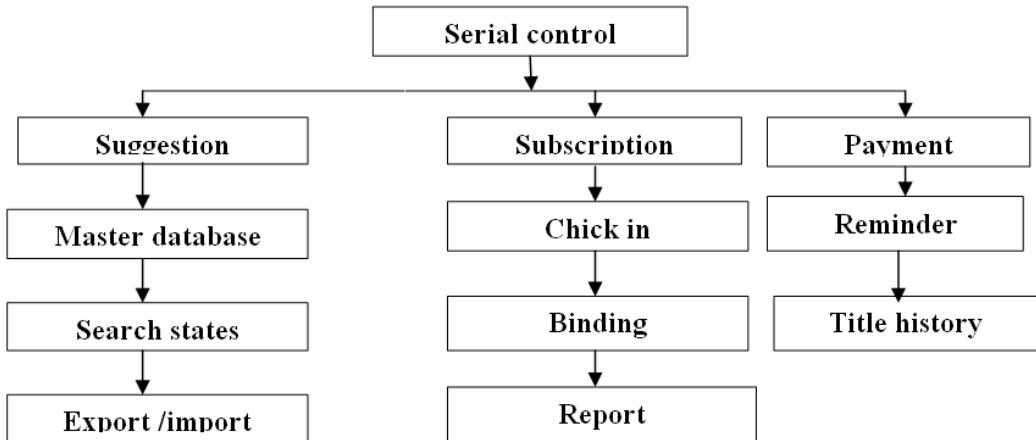
### 3.2 Serial control models:

Serial are distinguished from monographs by their ongoing nature. Any serials control system has fewer titles to handle but must record more details for each title and can expect a greater number of transactions per title. Serial control function is one of more complex and expensive procedures. That is due to the cost of enquiring and maintaining serials complexities of manual procedures of ordering, check in of serials, claiming for missing issues, cost of binding and related paperwork.

#### 3.2.1 Functions of serial control

- New subscription
- Inputting serial data
- Renewal
- Issues received (kardex)
- Binding control
- Claims monitoring
- Periodical reminders
- Enquires
- Circulation of back issues

### 3.2.2 Flow chart of serial control



### III.Conclusion:

Automation and networking of libraries are still in their formative stages in India. Their full impact on libraries and library resources will be known in the course of time. INFLIBNET, DELNET, and other metropolitan networks are providing training facilities for computer applications. The Indian Library Association, IASLIC, and NISSAT have jointly helped academic libraries in the choice of software, hardware and in manpower training. The time frame which has been set, and the expenditure to be incurred, should be fixed keeping in view the fact that capital is scarce in the nation's economy.

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