

IT Management and Staff Pattern in Special Libraries of Greater Guwahati: A Study

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Abstract - Information Technology (IT) management ensures better utilization of resources of production i.e. men, machines and materials. Technological change is becoming a driving force in our society. Information technology has a great impact on the functioning of all types of libraries. The services of special libraries also have been drastically changed due to convergence of computing and telecommunication technologies. This paper discusses about the IT management and staff pattern of special libraries of Guwahati.

Keywords: Special Library, Library Automation, Library Management

I. INTRODUCTION

The present day need of the society comprising various types of people having varied taste in much more diversified. The users of information are generally of two kinds- general and special. The general interest is based on that needs which leads to the academic needs where an individual engages himself in formal education.

The specialized needs are based on the studies of the subject(s) undertaken by them. Besides the above two there is another types whose requirements are totally different because a reader visits a library to get mental satisfaction as well as to know something new. In view of the above needs and services we can get different types of libraries namely- (a) Academic library (b) Special library and (c) Public library system.

II. SCOPE OF THE STUDY

The scope of the study is limited mainly the special libraries of greater Guwahati of Assam where information technology (IT) is used.

III. OBJECTIVES OF THE STUDY

1. To know the different information technology application and management in special libraries of Guwahati.
2. To find out existing manpower of special libraries of Guwahati where information technology is used.
3. To suggest necessary and suitable suggestions for modernizing the special libraries of Guwahati.

IV. METHODOLOGY

In this study questionnaire, interview and observation techniques are used for collection of primary data. Comprehending the importance of library the author personally visited to the respective library to collect the data.

V. LIMITATIONS OF THE STUDY

The survey of the study is confined to the special libraries of Guwahati only. Evaluation is done on the basis of data collected to those special libraries where information technology is used.

VI. REFERENCES AND BIBLIOGRAPHY

In preparing references and bibliography, publication manual of the American Psychological Association (APA) citation style has been followed. APA is one of the many referencing style used in academic writing.

VII. SPECIAL LIBRARIES OF GREATER GUWAHATI

Guwahati, the premier city of the North Eastern Region occupies an important place in the history of Assam since time immemorial. Due to convenient location of Guwahati, it becomes the cultural, commercial, educational and administrative centre of the state of Assam.

In this study the author has received responses from 22 special libraries of Guwahati where information technology is used.

VIII. INFORMATION TECHNOLOGY (IT) MANAGEMENT

Information Technology (IT) management ensures better utilization of resources of production *i.e.* men, machines and materials. Technological change is becoming a driving force in our society. Information technology has a great impact on the functioning of all types of libraries. The services of special libraries also have been drastically changed due to convergence of computing and telecommunication technologies.

TABLE I LIBRARIES COVERED IN THIS STUDY

S. No.	Name of Institution	Abbreviation	Name of the Library	Year of establishment (Lib)	Website
1	Anundoram Borooh Institute of Language, Art and Culture, Assam	ABILAC	Anundoram Borooh Institute of Language, Art and Culture Library	1989	www.abilac.org
2	Archaeological Survey of India, Guwahati Circle	ASI	Archaeological Survey of India, Guwahati Circle Library	1983	www.asiguwahaticircle.gov.in
3	Army Institute of Nursing	AIN	Army Institute of Nursing Library	2006	www.ainguwahati.org
4	Assam Administrative Staff College	AASC	Assam Administrative Staff College Library	1960	www.aasc.nic.in
5	Assam Institute of Research for Tribals and Scheduled Castes	AIRTSC	Assam Institute of Research for Tribals and Scheduled Castes Reference Library	1977	-
6	Assam Legislative Assembly	-	Assam Legislative Assembly Library	1926	www.assamassembly.nic.in
7	Assam Textile Institute	ATI	Assam Textile Institute Library	1920	www.assamtextileinstitute.org
8	Department of Historical and Antiquarian Studies	DHAS	DHAS Library	1928	-
9	Don Bosco Institute of Management.	-	Julhas Ali Library	2009	www.dbim.ac.in
10	Doordarshan Programme Production Centre- North East	DD, PPC-NE	Tape Library, Programme Production Centre- North East	1991	www.ddindia.gov.in
11	Indian Council of Historical Research, North East Regional Centre	ICHR- NERC	Indian Council of Historical Research, North East Regional Centre Library	1997	www.ichr.ac.in
12	Indian Institute of Bank Management	IIBM	Indian Institute of Bank Management Library	1982	www.iibm.ac.in
13	Indian Institute of Entrepreneurship	IIE	Indian Institute of Entrepreneurship Library	1996	www.iie.nic.in
14	Institute of Advanced Study in Science and Technology	IASST	Knowledge Resource Centre	1979	www.iasst.gov.in
15	Institute of co-operative Management	ICM	Institute of co-operative Management Library	1974	www.icmguwahati.gov.in
16	Media Trust, Assam	-	Media Archives cum North East Reference Library	2004	-
17	National Institute of Public Cooperation and Child Development. Regional Centre, Guwahati	NIPCCD- RCG	National Institute of Public Cooperation and Child Development. Regional Centre, Guwahati Library	1978	www.nipccd.nic.in
18	National Institute of Rural Development, North Eastern Regional Centre	NIRD- NERC	National Institute of Rural Development, North Eastern Regional Centre Library	1983	www.nirdnerc.nic.in
19	National Power Training Institute, North East Region	NPTI-NER	National Power Training Institute, North East Region Library	2003	www.nptiguwahati.com
20	North Eastern Regional Institute of Management	NERIM	North Eastern Regional Institute of Management Library	1992	www.nerimindia.org
21	Omeo Kumar Das Institute of Social Change and Development	OKDISCD	Omeo Kumar Das Institute of Social Change and Development Library	1989	www.okd.in
22	Vivekananda Kendra Institute of Culture	VKIC	Suresh Chandra Reference Library	1996	www.vkic.org

Now a day's libraries are facing a piquant situation and unforeseen challenges in the age of information technology. Information technology has brought in sweeping changes in the traditional way the libraries are functioning. Libraries need to evaluate, measure the impact of information technology on them. This will equip them with the knowledge of turning this information technology into a boon for improving their services. The introduction of various IT trends has led to reorganization, changes in work pattern and demand for new skill, job retraining and reformation of designations. Recent developments in the

field of information and communication technologies as a result of the convergence of computing and telecommunication technologies have had significant impact on library management.

A. Use of Library Software: Software plays an important role in the automation of Library. Software makes computers to do useful things. Selecting software for a particular application can be a lengthy task, but it will not always be easy. A lot of library software packages are available in Indian market. In the following table II the

name of different software used by the libraries are mentioned.

TABLE II USE OF LIBRARY SOFTWARE

S. No.	Name of the software	Number of library	Percentage
1	ARCLIB	1	4.55%
2	EBLIS	1	4.55%
3	E-granthalaya	4	18.18%
4	In house software	1	4.55%
5	Koha	3	13.63%
6	LIB PLUS	1	4.55%
7	LibSys	3	13.63%
8	SOUL 2.0	7	31.81%
9	WINISIS	1	4.55%
	Total	22	100%

The above table II shows that 7 (31.81%) libraries are using SOUL 2.0, 4 (18.18%) libraries are using E-granthalaya, 3 (13.63%) libraries are using Koha another 3 (13.63%) libraries using LibSys and rest of the libraries are using other software.

B. Main Areas of Library Automation: The areas of automation taken up by the libraries are shown in below:-

TABLE III AREAS OF LIBRARY AUTOMATION

S. No.	Areas	Number of library	Percentage
1	Acquisition	8	36.36%
2	Administration	1	4.55%
3	Budget	1	4.55%
4	Cataloguing	22	100%
5	Circulation	15	68.18%
6	Serial control	5	22.73%
7	OPAC	19	86.36%

From the above table III it has been observed that computerized cataloguing and OPAC are the most common housekeeping operations available in the libraries. Cataloguing is one of the most important housekeeping operations to be computerized, because circulation control is feasible only if cataloguing of all the materials is completed. 8 (36.36%) libraries have started computerized acquisition and 15 (68.18%) libraries have started circulation services. 5 (22.73%) libraries are using serial control operation which is very important for special libraries.

C. Barcode Technology: Barcode technology is an accurate and less expensive device to identify documents and retrieve the data from the computer. It makes library work smooth, efficient and reduce human errors. From the survey it is found that only 4 (18.18%) libraries are using this technology for circulation. 18 (81.82%) libraries are not using barcode technology.

TABLE IV BARCODE TECHNOLOGY

Barcode technology	
Yes	No
4 (18.18%)	18 (81.22%)

D. Institutional Repository: Institutional repository is the collection of digital materials or documents of a particular institution. Mainly it includes institution's research output. Now a days, it is a trend of institutional repositories all around. Many of the libraries have their repositories which are made with the help of various open source software. From the survey it is found that only 2 (9.09%) libraries have institutional repository. They are using D-Space software for their institutional repository, which is shown below:-

TABLE V INSTITUTIONAL REPOSITORY

S. No.	Name of the library	Software
1	Knowledge Resource Centre- IASST	D Space
2	OKDISCD Library	D Space

E. Participation in Library Consortium: Library materials have grown exponentially in many forms and formats like – e-books, e-journals and all these are very essential for the survival of the library itself. So access to electronic resources is a pre- condition for a modern library. In this regard participation in library consortia or any other digital library system is very essential. Out of 22 numbers of surveyed libraries it is found that only 3 (13.63%) libraries have taken membership of library consortium or other digital library like J. Gate and JSTOR.

TABLE VI PARTICIPATION IN LIBRARY CONSORTIUM

S. No.	Name of the library	Library consortium
1	Knowledge Resource centre- IASST	NKRC (CSIR)
2	NPTI- NER Library	J.Gate
3	OKDISCD Library	JSTOR

F. Reprography Technology: Reprography technology makes a big impact on document delivery system and save users' time also. It is still widely used technology in libraries.

TABLE VII USE OF REPROGRAPHY TECHNOLOGY

Reprography technology	
Yes	No
18 (81.82%)	4 (18.18%)

From the above table VII it is found that 18 (81.82%) libraries are using this technology to provide photocopies of documents on demand. 4 (18.18%) libraries have not introduces this technology till now.

G. Use of CCTV: Closed Circuit Television (CCTV) is the use of small video cameras to transmit signals to a specific,

limited set of monitors. Constant monitoring, the misuse or theft of the books can be reduced to a great extent by using this technology even if the library is spread into many floors.

TABLE VIII USE OF CCTV

Use of CCTV	
Yes	No
3 (13.64%)	19 (86.36%)

The above table VIII shows that maximum numbers of 19 (86.36%) libraries are not using CCTV. only 3 (13.64%) libraries are using this technology.

IX. STAFF PATTERN

To run a library adequate number of library staff is very much important. Manpower is a powerful resource for the successful management of any library. Special library needs efficient and adequate manpower to manage the library services to satisfy the users' need. The library is a service oriented institution where readers generally expect information service from the library staff. In special library users' are so busy that they prefer to get the specific information on a particular topic. So to run a special library adequate qualified number of library staff is very much important. A library consists of different categories of staff starting from Librarian to the library assistant and library bearers. Each and every category of library personnel has a specific role to play in the smooth discharge of information.

A. Professional Staff: Professional staff consists of those, who possess a degree or post-graduate degree in library and information science. Their functions are generally identified with planning, organization, staffing, directing, coordination, reporting and budgeting of a library. The administrative control of the library is their day to day function. They assign duties to the staff and ensure that the jobs assigned to them are carried out efficiently and regularly. The following table shows the total number of professional library staff at different categories.

TABLE IX PROFESSIONAL LIBRARY STAFF

S. No.	Categories of staff	Number of library
1	One professional staff	20 (90.91%)
2	Two professional staff	2 (9.09%)
3	More than two professional staff	0 (100%)

There are 2 (9.09%) libraries having highest number of professional staff. 20 (90.91%) libraries have only one professional qualified staff.

B. Non Professional Staff: Other staff of the library such as clerical, secretarial and peon, watchmen etc. are belongs to this category.

TABLE X NON PROFESSIONAL LIBRARY STAFF

S. No.	Categories of staff	Number of library
1	One non professional staff	16 (72.73%)
2	Two non professional staff	5 (22.73%)
3	More than two nonprofessional staff	1(4.54%)

The above table X shows that 16 (72.73%) libraries have only one non professional staff, 5 (22.73%) libraries have two non professional staff and there is one (4.54%) library having more than two non professional staff. Assam legislative assembly library has seven non professional library staff which is highest.

X. CONCLUSION AND SUGGESTION

Based on the findings of survey some suggestions are mention below:

Information Technology (IT) management requires high degree of planning for its success. Special libraries of greater Guwahati should take well defined policy for different types of information technology application in library services.

Special libraries of Guwahati should start computerizing all areas of different sections of the library. A library cannot be said fully automated until and unless all the services are automated. With the advent of internet, a large number of information sources are available in digital form. So, special libraries of Guwahati need to plan for developing digital archive. Increase of professional staff is a must as they are the right persons to impart services. Sufficient non-professional staff should be provided to the library as per need for the effective organization and management of the library. A common platform for special libraries of Guwahati is a must where discussion should be there among special libraries regarding the problems and their short comings.

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