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Role of Computer in Library

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ABSTRACT

In Present time there have been many achievements in computer technology. Computer with is used in various research institutions in order to do all jobs of offices speedily with less time in this article needs of computer use in the field of library. Brief history of computers in libraries, role of computer in libraries, various activities of library administration, application of computer services, requirements of various files, serial control verification circulation control, technical processing etc… Points are discussed briefly.

In a nutshell the role of computer in the field of library. As well as in organization is very useful. Now computer helps in various activities of the library like clerical works and other daily work. It becomes essential for the era of science and technology.

KEYWORDS: Information Technology, Computer, Library

Introduction:
The sun rose in 21 st century in the new millennium emergency slowly and we welcomed it with benign salutation in recent times there have been many achievements in computer technology. Now it is a computer age. The computer is being used in all the research and other institutions in order to the all jobs of office, households etc... Speedily and less time. Application of computer is in every field of life and there for the application of the computer in library has become essential.

Needs of computer use in Library:
Due to explosion of knowledge and information sources at one side and lack of time with the user the other libraries are in need of computer. Library is need to provide its maximum services in less time and low cost and made it possible after the use of computer. There are several reasons to make use computer in library. The reasons are as under.

1. Computer helped in routine work like filing typing and other jobs.
2. Computer application in library made essential due to its merit of excellent speed with accuracy.
3. Due to explosion of knowledge libraries and scientific felt a difficulty of acquiring and storing the collection of reading materials and with a view to solve this problem computer is required in libraries.
4. The effect of information explosion made costly to the printing and distribution as a result the services provided manually become costly. Computer helped in economic there services.
5. Due to the sudden flood of literature world has made difficult to organize and administer the library management. The almost time of library staff is consumed in technical and other routine works only.
6. With the explosion of information the numbers of users are also increased. Library services slanted to new technologies and various services.

Brief History of Computer in Libraries:
After 1950, the entry of computer in libraries was in existence. During this period computerized indexing was organized by H.P. luhar. At that time the computer software were costly. After several years the prices of hardware and software were reduced as a result computerized services started. In the year 1960, First time American chemical society published a journal chemical citation with the help of computer.

In 1961, H.P. Luhar made a Programme of key word index for the articles and its title published in chemical abstract. After that in 1963, W.k. Filbert Prepared a report on the project computer section by library of congress. In the year 1965 INSDOC computerized author and subject index of Indian science abstract. In the year of 1967, INSDOC prepared Roster to Indian Science and technical translation in addition of this INSDOC made regional union catalogue of scientific serial at Bombay Or Mumbai and Poona. In the year 1980, computer communication net work started. The division of libraries is having the use of computer started in the year 1980 with the availability of micro computer. There was a library movement due to use of micro computer as intelligent terminal in the long areas of database mechanical control etc…

Role of computer in libraries:
Various activities in the library with the help of computer can be summed as under.

A. Use of Computer in library administration.
B. Computerized services.

The activities and processing of services which are performed in the absence

User of library staff behind the screen is included in administration of library. It includes following major activities.

- Administration and Maintenance.
- Acquisition.
- Serial Control.
- Physical Verification.
- Circulation Control.
- Technical Resources.

Efficiency and improvement can be achieved with the application of computer services in library. Computer can help in preparing data speedily. The following activities can be performed.

- To prepare the report of the meetings.
- To maintain filling and registers of administration orders.
- To make copies of Library Role.
- To maintain record of leave of library staff.

A Rich Collection of library make it glorious at the entire services depends on it.

After a regional book selection the first step for placing the order and acquisition of reading material. Any automated library should follow up the points below mentioned for acquisition process.

- To collect the suggestions of users.
- To prepare a list for final approval of library committee.
- To send order for the books.
- Statistics and accounts of book budget.

To maintain and can the ascension policy the following files should be requiring.

1. Folding file for library documents and catalogues.
2. Order file includes order number, bibliographical details, listing of books, budget etc…
3. Support File for records of detailed information of the books listing and other bibliographical details of the needed publication by the users.
4. Find file for keeping subject wise allocated amount of library budget.
5. Currency files for the record of details of the book and accession number.

Serial Control:
It is essential to keep the record of reference section to get and receipt record of period of periodical. Its complete documentary record and availabiling of the serial number available. It is very difficult work. There publications include journals, news papers, annual reports, progress series proceeding of learned body etc…

Serial control includes the following activities.

- To make input entry of serial data.
- To get knowledge whether the up to date record is maintained for incoming periodicals.
- To maintain record of newly subscribed periodicals and its recent record.
- To make list of the cost of serials.
- To send reminder to the vendor for non receipt of periodicals.
- To maintain the record of payment.
- To prepare the slip for periodicals.
- To make updating of periodicals list.

Verification:
Earlier the work of verification was regular as file list job and not see important as it is against the printable of library science as it is observed for the use of library.

Today library stock verification work is not so important and no need becomes the spirit of the law of library science is every readers get books. Though some readers come in the library to steal the books. Files pilfer aging the pages at one side and being a growing organism. The other is a situation where stock verification of library is not possible. In a certain period of intervals.

Now it is being done with the help of computer accession number from beginning number to last is entered is the input of computer. Then the numbered books available in the library including issued ones are recorded. Also for book in technical section for processing sent bindings, inter library loans the entire information is entered in the computer.

Circulation Control:
It is main function of a library, librarians and the user too. This work can also be done with efficiently and speedily circulation work includes the following activities.

A. To provide information for a book needed by the use.
B. To renew the dated used book if required it the same user.
C. To make calculation of the fine.
D. To prepare statistics relate with circulation work.

To get the works done as above the following files shell be adopted.
- The details of circulation for a time.
- Document file.
- Reader File.

The work of computer becomes more easy because the help of the files of circulation. Every reader is provided a bar code card contains the full information of the reader. In the same way another barcode card is prepared for every book while making acquire of book to the reader it is examined whether no. of books to be listed to the member is completed remains due if the numbered books are taken sufficient no further issue is made possible or he/she shall be used if no. of limit is not crossed. This entire information is transferred to central processing unit where the entire information is stored. At the time of returning book, the due date of returning is known and book is returned with or without charging file as the case may be.

Technical processing means for classification and cataloguing work in a library which can be understand as follows.

Classification by the computer has its' own limitations therefore appropriate cards number is decided for a particular book and the number is entered the computer through book can be arrange according to the accession numbers of book but it will not be in helpful sequence. Separate programmes are made for different schemes of classification. In colon classification scheme the main classes along wise the connections symbols are entered the control processing unit of computer or is other devices.

It is the list of the book made available for use by given author, title, subjects & other approaches. The main objects are to provide the information of availability of books in the library to the use reader. In order to get this work done the following files are to be opened.

- Master file which is made after mainly few additions and alterations in book receipt file.
- Index file for contains the different circies like author, heading and subject as an information.
- Authoring file for publisher, language, institutions etc… are entered in the file for information retrieval.

Summing Up:
The Computer will play a vital role in 21st century. There is sure indication that the conventional documents would vanish from everyday life. The computer today is indisputable caused by unprecedented advance in information technology. Advances in computer and networking technologies having eclipsed the physical and geographical boundaries pose major challenges to the professionals in the information sector. Professional libraries have to accept their challenges by paying a proactive role not only in their routine work but also in actual learning process of their clientele. They have to learn to scan filter interpret, analysis, information from a variety of sources in ways that are meaningful to their users.

The role of computer in library is very useful in any organization. Computers save time once it is implemented in library environment. Computer can reduce the duplication of employee efforts by pasting results of reference searched for all users and subsequently making them available permanently. It helps to reduce clerical duplication. Librarians must take an active role in promotion of the computer. Computer now become today's need because everyone is thinking about its users. It can be applied to integrated exiting services and create new ones to achieve better results in information access, transfer and communication and quality computer service.

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