



Communication in Library Education System

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INTRODUCTION

Library auto-administration is a modern approach having done acceleration of message, the gap of material has been done nearest a result of communication in it. The gap of earth does not come in the way of sound though the information of blasts of earth quack, tsunami volcano burning and their atomic plants was influence and glory of communication the credit of making alert in advance goes communication.

Communication proves to be a blessing for library and information centers. Book acquisition and also in semester system was a problem creating misuse of time. Its detail method and the information of books being newly published is availed immediately. It accelerates education and research. The library service enlightens communication.

MEANINGS:

- (1) According to the suggestion of Shankarsinh, "The process of communication related to exchange of information remains among the social animals. Men used to convey their message through sound, beating drum or enlightening torch"
- (2) According to Peter litel, "communication is such a process in which the persons, the unions and information are transited which results into production of response of understanding"
- (3) According to Shankarsinh, "communication is an action of exchanging knowledge or thoughts of information by sending some meaning signs or symbols through many persons to one persons or through one persons to another persons."
- (4) According to Newman and samar, "communication is an exchange of fact, thoughts and feeling among two or more persons."
- (5) According to Shankarsinh, "The aim of communication and pervasion is to establish partnership on thoughtful level. The of exchanging information in the field of information science is called communication."
- (6) According to Gibson and Ivenservis, "communication means pervasion of information or understanding through the medium of equal symbols."
- (7) According to shankarsinh, "Organized actions for exchange language word, symbol, music and feeling are the parts of communication"
- (8) According to kith Davis communication is such a process in which message and understanding are reached from one persons to other persons."
- (9) According to Shankarsinh, "The English word communication is a synonym of gujarati word pratyayan. It is derived from Latin word 'communis' or 'communico'. Its meaning is general partnership connected information and its communication.
- (10) According to MCK fylarlanted, "communication is a process of meaningful inter relation among persons."

SOME IMPORTANT ASPECTS

Communication is such a process in which exchange of information among persons or institute occurs and as its good result in the acquisition undertaking and result means echoes

of communication process occur.

PRINCIPLES OF COMMUNICATION:

Principles of communication are praiseworthy.

1. CLARIFICATION

It is necessary to have clarification in thought and language of the message to be sent. There should be perfect clarification even in the expression of the messages. Only then the communication can effective Distinction should be shown for its clarification despite abbreviated messages, quickness may be achieved if there is clarification.

2. COMPLETION

Communication should be complete the expressed thought or matter should be complete in all manners in communication process. The communication becomes and it becomes praiseworthy. He presentation becomes praiseworthy because of completion. The message become speedy and clear because of completion.

3. ACCEPTANCE

If the reader or listeners are not accepted, the communication becomes incomplete. The teacher has to accept the existence of the students. If the teacher does not accept the existence of the students, his communication becomes prejudicial. The acceptance of readers or listener in communication is realized having existence of the following things.

- (1) Use of respectful words like you ('Aap)
- (2) In acceptance (rejection) of racial difference
- (3) To exhibit transparency of facts
- (4) To achieve unity of included thoughts of messages.

4. FORMALITY

There is such a policy of communication in which it is effective at the time of formality. The following characteristics are considered of good formality.

- (1) To reply immediately
- (2) To write or read which may not put the others in trouble
- (3) To offer consent or support to thought
- (4) To exhibit transparency of facts.

(5) The sender should express straight forward nature.

5. ACCURACY

Accuracy can be maintained by the things like presentation of true and unanimous facts or thoughts, proper response at response at proper time according to the communication method, communication being done keeping the experience in mind etc. communication process becomes live as far as the accuracy is maintained.

6. ABBRIVIATION

Use of necessary sufficient word/sentences, avoid unnecessary repetition, omit unnecessary thing unclear and in ambiguous expression in are communication considered important for communication.

7. KNOWLEDGE OF THEME / CONTENT

The sender of message should have perfect knowledge of all

the things related to messages to make them effective moreover. It is necessary to have perfect knowledge of content by which the knowledge of the content bring reality and practicalism is seen.

8. ANSWER

The sender of message should do necessary effort to know reaction, , complaints thoughts etc. of the reception of message after the message having been sent. So that proper understanding may conveyed and misunderstanding of the opposite person may be avoided. The answer is sought in it.

The above mentioned principles should be kept in mind while communication between an organizer or president and a teacher of any school to that the v can be done sound and more effective. All these things are very much necessary for communication. As a result the communication becomes clear itself and quickly availed.

CYCLE OF COMMUNICATION

Communication is vital and inspiring process in which exchange of messages becomes immediately. Information passed from one person to another person thus it is necessary to know communication cycle to understand exchange of message or information. Communication is a semi mental and physical thing in which biology and psychology – both are co-process / Factors of communication:

According to David k Barlo has shown 11 factors as under

(1)Source:

Inspiring for sending a message is a source. It provides an excellent point of view to send message to a person.

(2) Symbolic language:

Language is in the center in communication process language is a symbol. When a symbol is sent through the medium of air, the spoken language and written symbol the written language are used, every language has a different symbol. Symbolic language becomes suggestive.

(3) Message

Message is content of communication message is availed the form of thought thing or information. The same meaning should be done at the receives of message as is done by sender of the message. Only them, the meaning of the message should be itself clear as it is

(4)Medium

Medium is an important step of communication. It connects the receiver of the message with message the source. The symbols are passed to the message receive path through any medium of communication medium is considered to be imported in it.

(5)Instrument

There are different instrument for sending message. Written or oral instruments like letters, telephone, television, radio, picture etc. are used in communication. Communication relay becomes immediately by powerful instruments.

(6) Receiver of the message

The receiver of the message accepts the message. Having recognized its symbols, he gets messages his task is to accept the message. He avails the message. He accepts the message.

(7) Proper interpretation

The receiver of the message having sought the message, interprets different words pictures, signs etc. He tries to understand them sincerely. Here, efforts are done to recognized the signs and they are interpreted thoughts proper interpreted is done. So, no obstacle is done in conveying the message

Only if proper interpreted is done, the message is availed easily avoidance of misinterpretation is obliged to proper interpreted sincerely.

(8)Comprehension

The important objection of communication is that the receiver of message should understanding the message in the same meaning as in understood by the sender. That means, the same interpretation of the message or should be clear between both of them (the receiver and sender of the message). This thing can be possible only when both the persons may be familiar with the language signs and the consent.

(9)'Pratichar'

When a though becomes a source received pratichar makes its maintenance after its releavation. There is co-existence of stimulation and 'pratichar' in psychology when there is stimulation. This is 'pratichar' naturally. The process of communication can be compared with stimulation and pratichar . there is reciprocal process of both the party.

(10)Pratiposhan

Pratiposhan is a reply to a person sending the message with reference to the reply receiving the message. This reply can be in the prom of symbol, words. Picture process to understanding it again starts. ' Pratiposhan' should be done honestly.

(11) Misunderstanding

The remains Possibility of occurring different kind of misunderstanding during exchange of message in communication. The message are misrepresented or mistake is done, misunderstanding occurs. Efforts should be done to avoid it only than truth can be incarnated.

TYPES OF COMMUNICATION

It cannot be that only language is used in communication. If we cast our sight on the development of apart from language. The use language in the process of communication. It is known as 'verbal communication' communication is basically process of exchanging information or message. So that the form of a message can be divided in two divisions 'verbal ' or 'non-verbal' of communication. There both types of communication hold an importance in learning-teaching process.

1. VERBAL COMMUNICATION

When language is used in communication, it is called verbal communication. The form of communication divides it in two parts – speech and writing language is a symbol. So, both the sender and receiver of message bear the knowledge of equal symbol, such type of communication can possible e.g. the two persons having knowledge of Gujarati and English, they can do verbal communication. But the two persons having knowledge of Guajarati and Urdu cannot communication. Thus, equipments like written oral, audio-visual aids are used in communication. It is incarnated by words.

2. NON-VERBAL COMMUNICATION

A light house raised on a sea-shore is a sign and it conveys a sign of having shore nearby to sailors or the sign suggests them danger zone. Sign's is a process of communication apart from language. The gestures being expressed on face, movement of person and an eye meeting of a person with another person also suggest a sign. The sender of message can send it unto the person he wanted do thus, process of communication being done without the use word or language is 'non-verbal communication'.

VITAL COMMUNICATION PRESENTATION OF LIBRARY

Learning teaching process is done in the class room. In this process, mainly information, facts and feeling are exchanged. Inter action being done between the learner the center of the whole process and the teacher carrying the responsibility of speech can be compared with communication. When the communication being taken place in the class room can be called effective, it can be known from the under mentioned thing.

LIBRARY/CLASS ROOM- EFFECTIVE COMMUNICATION SPEAKING

Different communication skills – like speaking, reading, expla-

nation, questioner and discussion etc. are used to make the communication effective in the classroom. These skills can be used as under:

1. SPEAKING SKILL

The communication occurring in the class room should be bi-polar. A lecture is considered to be mono-polar. If communication is provided interestingly by a learned person, the listeners attention is hardly disturbed where as disinteresting and meaningless lecture makes communication mono-polar. The problems arising on the listeners part in the lecture knits the content in such a way that it becomes easy, causal and lucid. The use of lecture method in teaching -learning can be seen bi-polar being used in all the methods until school level. It is necessary to have the form bi-polar to make the process of communication effective in classroom. Speaking skill should be endearing.

2. READING SKILL

Reading is an art or a skill. Reading should be with proper stress, ascent descent style clear pronunciation, proper ascent descent, naturalness are ideal factors of reading. The use of reading become very much necessary in language comprehension of the content remains as much effective as much the reading is effective. If the reading is faulty, the comprehension becomes weak. Proper understanding does not develop as a result communication becomes weak only by reading, its meaning can be understood. So, the reading skill should be developed.

3. CLARIFICATION SKILL

Any one of the teacher was to do clarification to explain new thoughts, imaginations and feeling to the students clarification is done well by someone and the clarification is done badly by someone. The students are provided example for easiness while doing clarification sometimes the teachers themselves experience complexion or puzzled in new thoughts. The use of clarification is necessary to establish proper link among subjects like grammar, science, geography, geometry etc.

4. QUESTIONARY SKILL

Asking question is the most important activity of education. The children's previous knowledge can be known by questioner method. The children can be made thinking. Research ability, curiosity, interest and fondness can be increased in the children. Effectiveness of teaching can be increased but the teacher should keep in mind which type of question should be asked by the teacher. E.g. long, indefinite, detailed and incomplete questions should not be asked. It should be taken

in mind. The questions should not be repeated, 'yes', 'no' type questions as can be answered in group. If the questions are complicated, they should be simplified.

5. CO-OPERATION DEVELOPMENT

Communication is very much necessary to continue contact with other persons and unions. Mutual contact among the members also becomes necessary through communication doubts and misunderstanding is removed by communication because communication or exchange of thoughts becomes necessary for it partnership of library assists becomes indicative in the development.

6. FIRM DETERMINATION

Communication plays an important part in increasing mental patient of the employees and teachers of the institute. Effective communication gives encouragement in proper direction as it produces spirit and enthusiasm of mutual understanding and co-operation which enhances the mental power firm.

Thus, mutual co-operation can be increased having received necessary information and having removed doubts and misunderstanding.

The presentation of education and training of library and information science becomes praiseworthy by communication process. The library education building remains the top in it. Learning and teaching of included subjects of effective library and information science.

The saying, "May the utilize be god" will prove to be incarnated.

Thus, the information communication is moving two-wheels of technology university library. Owning to it, the wheels of library – chariot provide progress in movement.

It beautifies the glory to proper information at proper time to the utilizers of the world library. It avails multiple services of ornamented group of much reader. It makes the utilizers a worshiper. It is made desired reading material availed immediately from near and farther place by the university library. Educational acquisition becomes successful .

University education changing its side is standing at the basic transformation of educational method. In such a complicated situation, information communication technology has becomes praise worthy progress inspirative.

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