



Library Automation: A case study of IPS Academy, Indore

Dr. Sangeeta Paliwal

**HOD, Department of Library Science,
IPS Academy, Indore**

Abstract: This study can be a key of library automation in colleges. It gives a practical approach for library automation. Through this study every one can identify the problem and there solution. I apply feasibility study on the library to know what we have and what we required items for library automation. In this paper we discusses the all aspects of library automation i.e. data conversion, staff training, hardware requirement and its standard etc.

Key words: Library automation, case study, IPS Academy, SOUL, Feasibility study.

I. Introduction

Libraries are very important part of our society in modern time. In other words libraries are main source of information. In modern age knowledge is increasing with all new projects and all new research. Communicated knowledge is called information. When we communicate our knowledge it will became information. It is growing on fast rate in all fields. Over 3 million documents are published in every year in the field of science and technology and documents publication is just doubles in every 10 years. Number of users is also increased with the document increased. Due to increasing of document and increasing of number of users it became difficult to handle information and users need by library staff. As we know that to fulfill the user's need is a responsibility of library professionals. To overcome this problem Library professional feels the requirement of a tool which can store a huge data and retrieve information as per requirement. Computerization of library work is the only solution of this problem. For computerization of all library work requires software. After that UNESCO developed first library software CDS/ISIS in 1994.

CDS/ISIS is used for information retrieval only. In future there are so many library automation software were developed by many organization like SOUL, KOHA, NewGenLib, Vertua, Maitrayee, Granthalaya, Sanjay, Minsis, Libsys, Sliim and many more. This paper is present a view for automated a library. In this paper I try to involve all the aspects of library automation.

1.2 IPS Academy- -Indore Professional Studies Academy (IPSA) is one of the central India's largest educational hub premises, playing a major role to develop Indore as Central India's most preferred educational centre, established in 1994. This Academy is sprawled in an area of 60 acres, 3 Campuses with 70 courses and 17 colleges.

According to campus size library size is also large of this institute, Academy have 6 libraries in varies department with 1 lake books and 500 periodical. and each library have two library professional and one computer operator two book lifters and one peon. In this paper we are presenting our experience, which we have faced during automation of library. I have completed library automation in IPS Academy in 2010. From 2010

we are running successfully SOUL software in IPS Academy.

1.3 Library Automation –Meaning- Library

Automation is handling all library work through computer with the help of software, this software may be integrated or not. According to Webster's dictionary, automation is "The technique of making an apparatus, a process or a system operates automatically". In other words it is the machinery that mathematically manipulates information string, selects, presents and records input data or internally generated data.

ALA Glossary of library and information science defines automation as "the performance of an operation, a series of operations or a process by self activating, self controlling, or automatic means. Automation implies the use of automatic data processing equipment such as a computer or other labor saving devices."

So library automation is a process of library housekeeping work through any software. Library automation is a process in which we can do our all traditional library activity such as acquisition, circulation, cataloguing, serial control etc. with the help of computer in minimum time.

2. Objective- My objective to write this paper is –

1. Practical approach of library automation.
2. Identify the problems and remove them practically.
3. Share my experience of library automation in IPS Academy.

3. Steps of Library automation- Following steps were followed by me to automate our library.

I) Present Status- to Automate our library first we must know the present status of our library so I had started our work from the present status. I got following Information.

1. In 2010 we had approximate 1 lakh books all together.
2. Approximate 7000 users in all (staff and students).
3. Aproximate 4000 book acquire per year.
4. In each library we had a periodical section also.
5. We had 10 professional and 8 non professional staff at that time.
6. We had 1 computer with Internet facility in each library. It means in all we had 6 computers.
7. Our management already purchases SOUL 1.0 at that time. Means I have no choice for software. We have to work on SOUL only.

After getting this data I thought that I must do a scientific study on it so I read some material about library automation I decide to do feasibility study. I think feasibility study is best approach to start library automation, because after this study we must know the accurate status of our library. Feasibility study have been done on two major points a) we have b) we required .I had started feasibility study on the following points.

1. Technical feasibility
2. Social feasibility
3. Economic feasibility
4. Circulation feasibility

1. **Technical Feasibility-** Technical feasibility is very important point for library automation. So I have done it in following points.

1.1 **Software – a) We have** – As we have SOUL 1.0 network version so we had decided to work with it. As per my knowledge it is very good software for college libraries and INFLIBNET give proper support to implement it on the library. Although this software was purchase by our college in 2006 but due to some reasons we had not implemented.

1.2 **Hardware- a) We have-** As we have 1 computer in each library with CD-DVD drives with 8MB RAM. Each system has one floppy drive. In our college we have an IT Unit which s fully furnished with latest technology so we have decided our server will be there. **b) We required-** As in our each library have heavy work load so we required at least two systems more in each library with CD-DVD drive and 64 MB RAM, 4 GD hard disk, 150 MB cartridge tape drive,USB Card, 8 port intelligent i/o card, internal modem. Cables- Fiber optics, coaxial and twisted pair. With standard software like visual instructors and editors, compilers of Basic, Foetran, COBOL and C, and standard OS . so we need 12 computer , 1 printer in each library on share basis I decided to purchase 4 laser printer with 12ppm(A4), Resolution –True 600X600 dpi , 2400X600 dpi equivalent automatic

image refinement technology. CAPT memory, first print out in 10 sec.,paper size –all and customize paper, paper input -150 sheet at least, paper output- 100 sheets, Dimensions-370X251X217 mm, operating system supported- windows 98/ME/2000/XP, Linux. Interface- USB 2.0 hi-speed, Standard- Power card. 4 scanners al so required.6 Barcode reader, barcode scanner also we required.

1.3 **IT Literate person- a) We have-** As in IPS Academy we have IT Unit which help us to support for implementing latest technology. IT Unit has a team of technical person in which we have Data base administrator, software programmer, Network administrator, programmer and lab technician. So we have a team of IT literate persons for technical help and tanning for library staff.

2. **Social feasibility** – As in our college all library staff was young and willingly wants to do library automation. Most of them are familiar with computer and knows about the importance of library automation. IPS Academy library staff has no feared of unemployment. So I don't need to work on it just I have to arrange a training of SOUL for library staff. Although I read in many articles that some library staff have fear to lost the job but I think it is meaningless even after library automated we can generate more employment in the library like System analyst, computer operator etc.

3. **Economic feasibility-**Economic feasibility study was carried out under following areas-

As in IPS Academy there are no any baguette prior sanctioned by the management for the development of library so I have to make a proposal to fulfill all the requirement of library automation.

4. **Circulation feasibility-** Normally in feasibility study we are not doing this type of study but I have to do it because in our college we have heavy rush on circulation section and we are following card system in the library so I have to close the card system and start library circulation by SOUL. **a) We have-** At the time of library automation started we have approximate 6000 users in our all libraries. We have 10 library staff and every student have four cards and faculty have eight cards. **b) We required-** closing this system our library staff has to follow both systems for some time. For it I required extra library professional staff on circulation

5. **Proposal for Automation-** normally proposal has been submitted to the funding agency but as IPS Academy is private college so I have submitted it to the Management. As per feasibility study I had make a proposal in which I include all the points on the basis of technology, social, economic and circulation feasibility. In this proposal I add the technology requirement I. e. hardware and its amount. Then I include the points for data conversion I suggest to the management that we can use our computer operates for data conversion we have done our data conversion by in-house man

power. Then on circulation section I appoint some adhoc staff for 2 months only.

5. **Implementation of library automation-** After acceptance of our proposal we had design our implementation strategy which is as follows.

- a) **Hardware distribution in all libraries-** first we had distributed all hardware required in all libraries and implemented that as per requirement.

- b) **Develop networking system-** The existence of an Academic computerization is depending upon Wide Area Network and Local Area Network. This network will decide the success of computerization of library services. Although maximum institutions are using LAN for networking but the approach distance of LAN is only 200 meter and after 200 meter we have to use switches but switches are not physically flexible because discontinuity always occurs between two nodes.

This is a major challenge for IPS Academy because In IPS Academy, we have 7 libraries situated in different places of campus, and it's not possible to connect the entire library through LAN. Although before library automation, IPS Academy was using LAN with the help of switches but academy were faced the above problem of LAN, so we suggested to purchase the VPN (virtual private network) to the academy management.

VPN is a virtual private network by which we can connect remote location with centralized server for that internet required both side and one side should

be static IP. So in IPS Academy we are using VPN .Through VPN we can access the distant library through Internet. For that there should be a server in central library and remote library can get data from central library via VPN services.VPN is a kind of WAN.

For implement centralized library network, we had a server which is located in IT Unit IPSA and we had connect LAN to the server (only 200 meter) for connecting remote area (more than 200 meter of campus) we had use VPN .so we had connect all the libraries of IPSA with the help of LAN, WAN and a server. And we had established a centralized library network. (Sangeeta, 2011)

- c) **Training-** We arrange five days training program for our library staff to learn SOUL and other required computer literacy. After completing the training we have done our first job i.e. data conversion. As in IPS Academy there is manual system earlier so we have to feed all data from Accession register to SOUL. Our all library staff was involve in this work and we borrow some computer operators from other departments also to complete this work. We had completed our data feeding within three months only. We had not followed Principle of Osmosis for it. In this principle Dr. Ranganathan said that if we are implementing any new technology i.e. classification or cataloguing we should start from recent items acquired in the library. But we had not followed it because as our library is college library so faculty can demand any book at any time

although new arrival books are use more. After feeding all books in SOUL we have started feed our all library members in the SOUL.

- d) **System Implement-** After feeding all data of books and library members we made a system to work on SOUL. As I already discussed earlier that on circulation section we have to do extra work and we required extra man power for some day. So first I issue a circular to all members of library that submit all library cards which is issued to him/her from the library on a particular date and asked to circulation I/C that submit his/her card and destroy the card and activate his/her account on SOUL. as we have already feed all information about members in SOUL, so for some day there are so much rush on the circulation section but it was stabled down in few days although we are using one issue and return register on the circulation counter and take members sign on that register, that register is proof of issuing and return the book to particular member. In time limit we have successfully complete the circulation work. After that we had start working on all modules and now after 5 years of implementation everything is working very well.

In 2010 new version SOUL 2.0 were introduced and we had convert our full data from SOUL1.0 to SOUL2.0. SOUL 2.0 is more convenient then SOUL1.0.

Conclusion- As in modern age library automation is equivalent to the library technical work. If any library is not automated then it feels that library is not competing with other library. If we want to fulfill all needs of our users then we have to automate our library. Without library automation we cannot stand in present era. Even in present era new concept introduced i.e. digital library or Institutional repository. Because it is requirement of present day's users. Today user needs all information on the mobile or on Internet.

library and information centers (pp. 61-65).
Kolkata : National Library Kolkata.

Bibliography

N.G.Bapat, V. A. (n.d.). Retrieved January 15, 2015, from file:///C:/Documents%20and%20Settings/lib/My%20Documents/Downloads/3178-9957-1-PB.pdf

Boss, Richard W. "A Model RFP for an Automated Library System", *Library Technology Reports*, November/December 1999, Vol. 35, No. 6.

Cibbarelli, Pamela. "July/August: ILS Software Update", *Computers in Libraries*, July/August 2004

Salter, Anne A. "Integrated Library System Software for Smaller Libraries", *Library Technology Reports*, May/June 2003.

Waller, Nicole. "Model RFP for Integrated Library System Products", *Library Technology Reports*, July/August 2003, v39, i4, p.1.

www.ipsacademy.org

<http://www.studymode.com/>

Sangeeta, K. V. (2011). Networking and automation in academic library. *Networking of*