



Administration and Management of Digital Libraries: An Overview

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Abstract:

In the digital library management librarian plays a dynamic role in easy accessing of computer-held digital information including abstracts, indexes, full-text databases, sound and video recording in the digital formats. Management focuses on managing people and their work. On the other hand, administration focuses on making the best possible utilization of the organization's resources. The library professionals are working in an electronic information environment they should require a balance combination of knowledge as well as skills. The project Library Management System aims at developing a fully functional computerized system to maintain all the day-to-day activity of a library. This project has many features such as the facility of user login and teacher's login. Also, on top of all this, there is an admin who will be managing the entire application's authorization and authentication.

Keywords: Administration, Management; Digital Library; Librarians.

Introduction :-

The term electronic library, digital library and virtual library have been used interchangeably and now widely accepted as a description of the use of digital technology by libraries to acquire, store, conserve and provide to remote users. "Digitization" refers to all of the steps involved in the process of making collections of historical materials available online. It is the process that creates a digital image from an analogue image". Digitization refers to the process of translating a piece of information such as a book, journals, articles, sound recording, pictures, audio tapes or video recording etc. into bits. "Digital library is the concept of information stored digitally and made accessible to users through systems and networks". "Digital library is essentially a fully automated information system with all resources in digital form".

"Digitization is the process of converting the content of physical media (e.g. periodical, articles, books, manuscripts, cards, photographs, vinyl disks, etc.) into digital format". The American Digital Library Federation has defined the digital library as "Digital libraries are organizations that provide the resources, including the specialized staff, to select, structure, offer intellectual access to, interpret, distribute, preserve the integrity of, and ensure the persistence over time of collection of digital works so that they are readily and economically available for use by a defined community or set of communities."



Digital Library:-

According to E.A. Fox the digital library may be defined as the “New way of carrying out the functions of libraries encompassing new types of information resources, new approaches to classification and cataloguing, intensive use of electronic systems and networks and dramatic shifts in intellectual, organizational and electronic practices”. A digital library is a collection of digital objects, such as books, magazines, audio recordings, video recordings and other documents that are accessible electronically. In today’s digital age, libraries are no longer limited to physical spaces with books and other printed materials. Digital libraries have emerged as a valuable resource for accessing a vast collection of digital materials, including e-books, e-journals, digital images, videos, and other resources. A digital library is a collection of digital materials that can be accessed and searched online. Unlike traditional libraries, digital libraries do not require physical storage space for books or other materials. Instead, the digital materials are stored in electronic format on servers, and users can access them through the internet from anywhere in the world. Researchers can easily obtain the information of interest through internet surfing. Digital libraries seek to provide prospective readership with alternative materials for reading. They also preserve the culture, customs that could be learnt by future generations Advantages of Digital Library As technology continues to advance, digital libraries will continue to play an essential role in the preservation and dissemination of knowledge and information. Digital libraries are a valuable resource for researchers, students, and anyone looking for easy access to a wide range of digital materials. Digital libraries have become increasingly popular in recent years, and for a good reason. They offer a wide range of benefits and advantages over traditional libraries. This article will explore some of the key benefits of digital libraries. Digital libraries are becoming increasingly popular as more and more people turn to the internet for research and reading. They offer several advantages over traditional libraries, including:

Advantages of Digital Library:-

Accessibility:

Digital libraries are accessible from anywhere in the world with an internet connection, making them ideal for people who live in remote areas or cannot easily travel to a physical library. This also means that users can access digital libraries at any time of day or night without having to worry about library opening hours.

Convenience:

Digital libraries offer a high level of convenience for users. With a few clicks, users can access a vast collection of materials without having to leave their homes or offices. This can save time and money on travel expenses and provide a more flexible learning environment.

Search ability:

Digital libraries often have powerful search tools that allow users to quickly find the information they need. This can save researchers and students significant time and effort in their search for relevant materials.

**Preservation:**

Digital materials can be stored and preserved more easily than physical materials, which can deteriorate over time. This ensures that important information is not lost or damaged and can be accessed by future generations.

Cost-effectiveness:

Digital libraries can be a cost-effective solution for providing access to a wide range of materials. Digital materials do not require physical storage space and can be accessed by multiple users simultaneously, reducing the need for multiple copies.

Flexibility:

Digital libraries can offer a greater level of flexibility for users. For example, users can choose to download and print materials or access them on a mobile device, making it easier to study on the go.

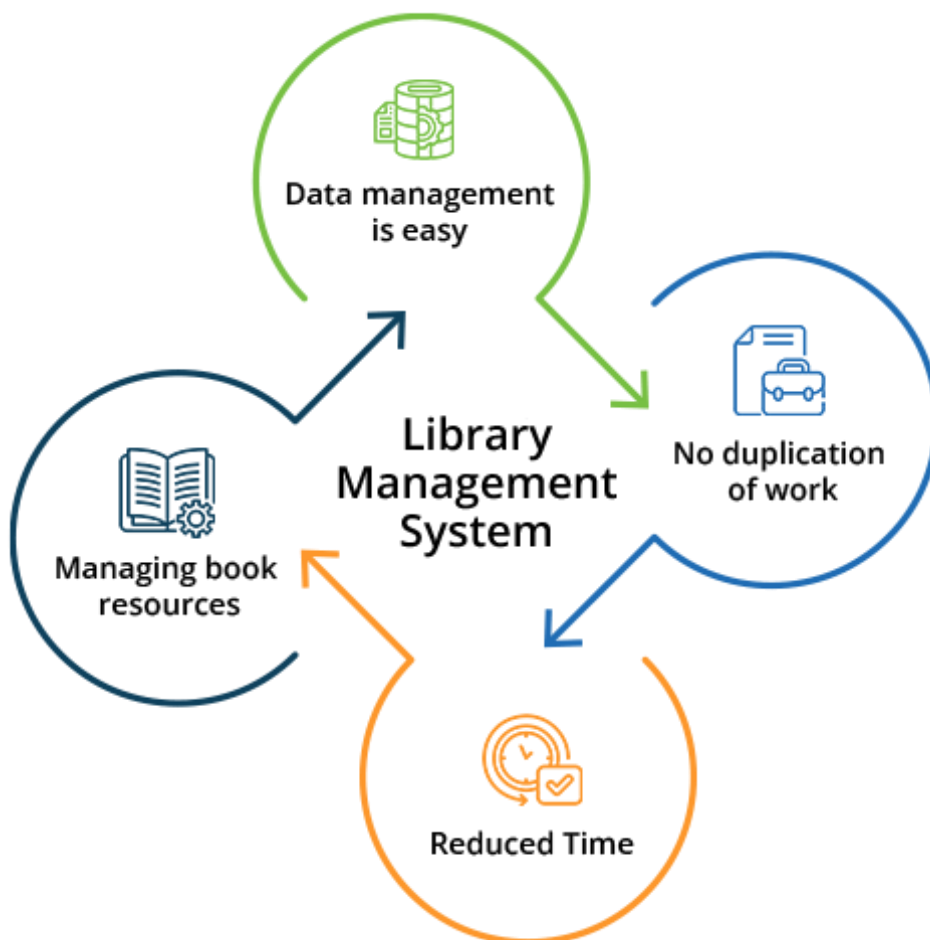
Diversity:

Digital libraries often offer a wider range of materials than traditional libraries, including materials in multiple languages and formats. This can provide a more diverse and inclusive learning environment. 8. Interactivity: Digital libraries can offer interactive features, such as multimedia content and social media integration, which can enhance the learning experience for users.

Library Administration:-

The word 'administer' is derived from the Latin word administer, which means to care for or to look after people, to manage affairs. Administration may be defined as "group activity which involves cooperation and coordination for the purpose of achieving desired goals or objectives" Library administration means managing the performance of the operations and other activities of a library and then finally making important decisions. Administration can be defined as the act or process of administering, especially the management of a government or large institution in order to achieve the goals and objectives. According to Haimann, "Administration means overall determination of policies, setting of major objectives, the identification of general purposes and laying down of broad programs and projects" According to Brooks Adams "Administration is the capacity of coordinating many, and often conflicting, social energies in a single organism, so adroitly that they shall operate as a unity. It refers to the Basic Functions of Administration: Planning, Organizing, Directing and coordinating, reporting, and budgeting (Botes, Brynard, Fourie & Roux, 1997:284).

- The basic characteristics of a library management system are:
- It should record details about the stock, members in an appropriate manner. ⌘
- The system must be user friendly that is an easy to use software.
- It must provide the required data on time.
- It should provide reservation facility to the use.



A library management system is software that is designed to manage all the functions of a library. It helps librarian to maintain the database of new books and the books that are borrowed by members along with their due dates. This system completely automates all your library's activities. The best way to maintain, organize, and handle countless books systematically is to implement a library management system software. A library management system is used to maintain library records. It tracks the records of the number of books in the library, how many books are issued, or how many books have been returned or renewed or late fine charges, etc.

Library Management System Importance: Library management systems can help libraries with their data management process. It automates many of the tasks that are usually done by a librarian. The most important part is that it not only improves data accuracy but also optimizes workflows for staff members. The Library Management System improves efficiency by filling in the gaps in a library's struggles. The LMS can cut down time spent on administrative tasks, such as searching for books, checking in or checking out books, and handling lost or damaged items. Libraries can do the smart work instead of the hard work and grow their patrons' satisfaction with excellent services. Library management systems can help libraries with their data management process. It automates many of the tasks that are usually done by a librarian. The most important part is that it not only improves data accuracy but also optimizes workflows for staff members. With an automated library management system, there is one common point

of access that makes it easy for staff members to see all information at once. Automated processes such as barcodes and RFIDs make it easy to keep track of books and other library resources, reducing the need for paper-based records. Without the need for manual intervention, libraries can become more efficient and cut down on their staff count – saving them both time and money.



Advantages of Digital Library Management Software It reduce human error to a great extent.

- RFID readers can read multiple RFID tags.
- It automates data collection.
- It saves time of the circulation.
- Smart shelf system is maintained
- Self-check-in/out system.
- Reduce material and handling costs.→
- Theft reduction.

Difference between Library Administration and Management:

While administration deals with setting objectives and policies, management courses will give you the skills needed to put these items into practice. The learning will cover the interpersonal, informational, and decision-making roles a library manager assumes. Management and administration may seem the same, but there are differences between the two. Administration has to do with the setting up of objectives and crucial policies of every organization. What is understood by management, however, is the act or function of putting into practice the policies and plans decided upon by the administration. Administration is a determinative function, while management is an executive function. It also follows that administration makes the important decisions of an enterprise in its entirety, whereas management makes the decisions within the confines of the framework, which is set up by the administration.

Conclusion

The Library Management System is much more user-friendly, faster in operation and easy to manage than the manual one. Problem Statement: The current library system is outdated and inefficient. There is a lack of organization in book management, user registration, and book borrowing. A library management system is essential for every library because it helps to organize and control the library. When it comes to small libraries and big libraries, the major difference is in size, their needs, resources, and patron's networks. For instance, a small library may need a simple system with basic modules that would not be complicated by any additional features, whereas big librarians may need more advanced modules.

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