Information Technology and Library

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Abstract:
During the past recent years, the emergence of Information Technology has added a new dimension in various profession and fields. Such as Library Profession with the advent of Information Technology & Library. It has changed the concept of Library in various perspectives such as Library management, Library Automation, Library Networking, Reprography and Technical Communication. This Paper is focused on Information Technology and Library, we have discussed in this paper Why do we need I. T. in Library, Scope of I.T. in Library, Advantage, Disadvantage, Services are based on I.T. in Libraries are Acquisition, Circulation, Library Lending Service, Reprographic, Barcoding, E-resources, FOSS, WEB-OPAC etc.

Keywords: Library Automation, Information Technology, Depository, Barcoding.

Introduction:
Libraries is a depository of books or documents. It's a place where there is a huge collection of documents and various other resources. They are Made easily accessible for reading, writing and different other purpose. With the advent of Information technology Library functions have been highly Changes. Information Technology Plays a very vital role in a library. The Process of I.T. involves Sending, Receiving and Processing information in electronic form. The main Purpose of information technology in Library is to free the Librarians and Library staff and to allow them to spread our knowledge and Information to Users. Information Technology is the process of using different Technologies (Such as Machineries: computer, scanner, printer, barcode reader etc.) for easily working and Saving the human power and time.

Why Do We Need Information Technology in Library:
➢ Information Explosion
➢ Infrastructure
➢ Unlimited Access.
➢ Electronic Resources
➢ Environmental Factor
➢ Increasing no. of Users
➢ Telecommunication Facility
➢ Resource Sharing and Networking.
➢ Advancement in Technology
➢ To improve the Quality of Service.
➢ Duplication in House Keeping Operation
➢ Limitation of Library {TIME AND SPACE}
➢ To Well Management and Retrieval of Information.

Objectives:
There are many Objectives of Information Technology and Library. Some important point is cited below:
❖ Easily and Speedily Disposition of Library work.
❖ Saving Human Power, Time and space.
❖ Develop and improves the quality of Library Service.
❖ Easily searching and retrieving of information.
❖ Round o' clock information Dissemination.
❖ Easily access of information.
❖ Establishment of well Storage and Retrieval system.

- ❖ To provide Right Information, Right Time for Right User.
- ❖ Development of New Library Service.
- ❖ It's helpful for Resource sharing and Networking.

Scope:

Dr. S.S. Murthy Says that Information Technology is Operative in the Following Environments:

1. **Library Management**- Classification, Cataloguing, indexing, database creation, CAS, SDI etc.;
2. **Library Automation –** Organizing databases and automating Library housekeeping Operation;
3. **Library Networking-** Resource Sharing and Information Dissemination;
4. **Reprography**- Photography, Microfilms, Microfiche, Audio and video tapes, Printing, Optical Discs, etc.; and
5. **Technical Communication –** Technical Writing, editing, publishing, DTP systems, etc.

Jennifer Rowley Outlined the following four areas of Information Technology:

1. **Methods and Tools for Recording of Knowledge-** Computer Storage Media (Such as magnetic tapes, discs, etc.); Optical Storage Media (Such as CDs); and Products Like full text databases etc.
2. **Methods of Keeping Records-** Computer Hardware, Software, Designing, Creating and editing databases, etc.
3. **Methods of Indexing Documents and Information-** Computerized Indexes and Index files; Large Machine-Readable Catalogues, Network Libraries and
4. **Methods of Communicating Knowledge**- Electronic mail, Facsimile transmission, electronic journals, teleconferencing and data communication network.

Requirements of Information Technology & Library: -

- ❖ **Hardware Requirement**: -
  Personal Computer, Laptop, Android phone, Tablet etc.

- ❖ **Software Requirement**: -
  ILMS [Integrated Library Management software]:-   SOUL, Koha Digital Library software: D-space, Greenstone Content Management Software: JOOMLA, DRUPAL Free & Open-source software [FOSS]

- ❖ **Scanner**: Flatbed scanners, Drum Scanner, Microfilm Scanner etc.

- ❖ **Printer**: Impact printer: Chain printer, Line printer, Non-impact printer: Inkjet printer, Laser printer
- ❖ Internet Connectivity, Wi-Fi facility
- ❖ Electricity requirement 24/7 hours.
- ❖ Network Requirement; LAN, MAN, WAN.
- ❖ Storage devices Requirement: Pen drive, Hard disc, blue ray disc, telephone, DVD, CD.
- ❖ I.T. Experts, trained skill staff are required.

Advantages:

- ➢ User Friendly
- ➢ User Participation
- ➢ Speedily Communication
- ➢ Helpful in Stock verification
- ➢ Helpful in Resource Sharing
- ➢ Ability to Access Information
- ➢ Easily searching of Information
- ➢ Saving Human Power & Time
- ➢ Easily Information Retrieval & Preservation
- ➢ One time investment cost & Lifelong learning.
- ➢ Easily working with the help of Automation.

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Disadvantages:
➢ Financial Expenses.
➢ Costly Maintenance.
➢ Security Problem.
➢ Required I.T. Experts.
➢ Untrained Users
➢ Technology Barrier
➢ Round o' clock Electricity Required
➢ Long Term & Time-Consuming Process.
➢ Every time need an Electronic Device.

Information Technology and Library:
Information Technology Replaced paper based Records and with the help of Networking on can access information from any time and anywhere.
1. It provides different electronic device and methods for recording of Knowledge.
2. It provides Facility of browsing documents, books, journals and download the information in any electronic device.
3. Information technology will provide the facility of users by providing information and Resources and helping them in fast access and retrieval.
4. It provides different methods of Communicating Knowledge.
5. They provide different multimedia materials, databases, CD-ROM, DVD etc.
6. Computer Based Libraries or Internet Libraries which are currently involving, make use of the Cataloguing, indexing and Fast information Retrieval Facilities of the computer.\
7. They also make the method the of accessing and retrieval of information simple and Faster.
8. Internet based or Technology based Libraries also provide online catalog such as (OPAC & WEB OPAC) and also provides to user E-resources Facility.
9. Information Technology based Libraries provides free or open Access resources.
10. Information technology-based libraries provides unified logical view to the user.

Services Are Based on I.T. In Libraries:
1. Resource Sharing
2. Anticipatory Service- SDI, CAS
3. Document Supply Service
4. Circulation/ Cataloguing
5. Responsive Service
6. Translation Service
7. Referral Service
8. Inter library Loan
9. Audio visual service
10. Barcoding
11. Document Scanning Service.
12. Reprographic & Micrographic Service.
13. Internet service/ Library Network
14. Open-Source Software Service.
15. Online Bibliographic service
16. Online user education
17. OPAC/ WEB OPAC.
18. Readers' Advisory and E-Reference Services
19. E-resources (e-books, e-journals, e-thesis, e-newspaper etc.)
20. Electronic Theses and Dissertation.

21. Non –book materials
22. Bulletin Board Service.
23. Institutional Repository Service
24. Digitalization of Reading materials.

Conclusion:

In This Paper, we have discussed "Information Technology and Library" Information Technology Play a significant role in our Library. From the Forgoing Transforming Paper based Materials to Digitized Materials with the help of networking better Operation through this valuable period, Technology has been an Important Driving Force for Change. The whole shale Integration of Information Technology into Mainstream Organizational a routine has affected everyone. In a modern era, Libraries can adopt Technology to provide their Services for user quickly and speedily. Information Technology enhances Quantity and Quality Of Information in Library. Its saves our time and efforts.

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