Library Automation

The term Library Automation refers to the mechanizations of the traditional library operations. Today it is used to computerize the traditional entry activities, information storage & retrieval, semi-auto indexing.

Automation in Libraries:

The primary objective of any information centre is to make available the reliable and up to date information in a convenient form.

According to Tiffard, there are two main reasons for automating the library activities.

They are

1. To provide better services at less or no great cost.

2. Automation saves the effort, time and resources involved in the manual system.

Other reasons for automation are

1. To increase the retrievability of the resources

2. To achieve a new level of entry management

3. To improve the existing services and to introduce new services.

4. To avoid duplication of the work

5. To use the services of the existing staff effectively
The factors which forced to automate the library functions

- Information Explosion.
- Space Saving
- Time Saving
- Availability of information in Electronic from
- Cost effectiveness
- Data manipulation

*Computerization-N. Somasundaram. Scientific Officer(Library)*
Details of the software in HWP:

The entire transactions and the performances are being computerized in the systematically developed software by the **UNITED SOFTWARE ENGINEERING SERVICES PRIVATE LIMITED, MAHIM, MUMBAI**. Mainly 6 sub-modules have been designed in general administration as follows:

1. Telephone
2. Vehicles
3. Stores
4. AMC (Annual Maintenance Contract)
5. Despatch and
6. Library

Library Sub-module:

Library sub-module is used to keep track of different books, CDS, Journals and periodicals of different subjects in the Library. The various transaction menu options have been listed below.

**MASTER**

- Library Subjects
- Book categories
- Book master
- Subscription
**TRANSACTION**
- Reservation/ Request of books
- Issuance/ Reservations
- Book Issuance
- Return of books.
- Loss of books
- Binding of books
- Writing off the books

**REPORTS**
- Book lists
- New Editions
- Book lists (status wise)
- Subscriptions – Subscribed journals Due
- Subscriptions – Subscriptions Due for Renewal
- Book overdue
- Last Returns
- Overdue Charge to be recovered
- List of Pending Requests
- Books Binding list
- Stock Verification

Some example of the menu options are given in the succeeding pages.
Heavy Water Board
Integrated Information System
General Administration

Developed By:
United Software Engg. Services(P) Ltd.
Mahim, Mumbai - 400016
Tel : 00-91-22-4453608/0857
Fax : 00-91-22-4462694
Web Site : www.uses-india.com
e-mail : info@uses-india.com
6.1 Menu Option: Master - Library Subjects

This screen is used to define different library Subjects.

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<tr>
<th>Subject ID</th>
<th>Description</th>
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Subject ID is used to group the books subjectwise.
The selection of softwares suitable for the requirement of the library is a complex process. The evaluation process should be done with the help of some check list about functions, performances, hardware requirement, cost etc.,

Library automation is not a luxury; It is a necessity. One has to carefully select the software in such a way it can perform almost all functions or library activities. Software should have excellent features to accommodate exporting/importing of data. The ability to accessing Internet, WEB-OPAC, Multimedia, cataloging of Web sites and electronic document, online order etc., are very much important.

Accordingly HWPT has chosen a software Integrated Information systems (IIS) for their technology, which is functioning in a good manner.