

ICT Impact on Quality and Excellence in Library Functions, Collections, Services and its Impression on NAAC and NBA Policy in Higher Education

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Abstract:- This Article gives overview information about ICT Impact on quality and excellence in Library Functions, Library Collection, Library Services and its impressed on NAAC and NBA Policy.

Libraries are shifted Traditional Information resources to Digital/Electronic Resources. Librarians are professionally and practically trained in Acquisition, Cataloguing, Organizing, Preserving and disseminating in Traditional format. Now, librarians must not only facilitate access, organization, storage, and retrieval of information, but they must also become change agents and assume a proactive role in the diffusion of technological innovations.

Today's Libraries are a combination of both the Traditional and Digital Library. Resources available in Printed format as well as Digital format like CD ROM to Online Databases, e books, e-journals and Internet Resources.

The Role of Librarian has rapidly changed in ICT era. Challenges in Services Providing, Demand of Library users, New Competitors, Correct Information provide to correct user. More Expectations and services demand from Library Users. Librarian must have skill and knowledge of handling new technologies related to collection, storage, packaging and repackaging, processing and dissemination of information in digital library environment.

ICT used in overall Library administration. Quality and Excellence increased in each and every section of the Library. Work pattern are changed from manually to digitize. It's impressed on the NAAC and NBA policy for the Higher Education.

Keywords:- Library Functions; Services; Collection; Quality; Excellence and Skills in Library Administration; Best Practices/Services; Policy of NAAC and NBA.

I. INTRODUCTION

In this age of Globalization, Information and Communication Technology changed the role of workplace in each and every Sector –Including Libraries- Academic; public and Research.

How Communication and Technology affected Library Function; Collection; Services; and Overall Library Administration. New Opportunities to Learn Techno Skill-Searching online Information; Download and Store in require Format. Packaging and Repackaging Information and Provide to right User in Right Time as per their demand. Use different type of Tools like -Multimedia, Scanner, and different Types of Apps.

Library Functions changing into Traditional to Electronic form. Acquisition, Cataloguing, Circulation, Serial Control, Document Storage, Dissemination of Information, Feedback from Students and Faculty, Library Rules and Regulations, Notice Board, Reminders of Over dues, Collection Development in digital format, Resource generation through Internet. Maintenance and Observation service Area through CCTV. All this functions transmitted in digital based format. Library Services change the mode of offline based services to online based services. OPAC, CAS, SDI, Document Delivery, Inter Library Loan, Provided online resources -ebooks, ejournals, Databases and Online information retrieval and Internet Access. Developed Institutional repositories. Orientation programs, new arrivals and provide Link of Online Resources, Library Induction through PPT.

Adopted digital technologies in different types of Libraries – It is for better Learning, better Quality, better services, better library collections and for better assessment of learning Opportunities and New Skills.

All Library activities, Functions, Services and overall library administration maintained through Information Communication Technology. And it helps to increased Quality of works, saved time in day today activities –e.g. Circulation section, maintained users in-out data, security maintained through CCTV, Saved money in online Information resources compare to hard copies of text books,

Reference books, Handbook, and Encyclopedia –e.g.- ebooks, ejournals and databases.

Mentioned Functions and Services impressed on National Assessment and Accreditation Council and National Board of Accreditation as per their Policy of Academic Libraries.

II. ICT IMPACT ON TRANSFORMATION OF LIBRARY FUNCTIONS ACTIVATES COLLECTIONS AND SERVICES:

A. Library Functions:

➤ Acquisition:

ICT use in the Library Acquisition system is concerned with finding Book selection, placing order of required books, Keeping Track of Orders, Receiving and recording Materials, Settlement of Invoice, accessing and maintaining details in Accounts of funds, requisition of payments all this things including in this process but in a computerized library the material are to be entered only once and at different stages for different jobs done by the computer through integrated software. And it helps to completed process without any errors.

➤ Cataloguing:

Print (Books) and also electronic materials like CD's has been acquired in digital format, it is necessary to assign the identification number and to catalogue it. Resource-sharing of cataloguing activities is very notable change through ICT. Today's library has the Online Public Access Catalogue which is database containing the library's collection that can be accessed online by anyone. Technology has made cataloguing more efficient.

➤ Circulation:

Issuing and Returning Library Material through automated System. This Process completed transactions very quickly and accurately through Barcode Reader. Circulation systems match the borrower's identity with the item loaned and the date due. An automated circulation system should be able to:

- Check that each borrower is eligible for service
- Keep track of borrowed Material
- Keep track of circulation statistics based on borrower name and Issued Material
- Notify borrowers and staff of overdue items
- Automatically calculate overdue fines
- Reservation of Book
- SMS alert Facility

B. Library Collections:

❖ ICT Impact on Library collection-

Electronic Material has taken place with Traditional Material. ebooks, ejournals, CD ROM's, Databases, On-line information Resources- internet access, Institutional Repository.

➤ E-Journals:

Libraries have been major problems of increasing prices of print journals, Library space requirements and decreasing usage level of Print Journals. Also libraries are required to maintain back issues of the journals, usually in bound form.

- Electronic journal helps the librarians to solve these problems without affecting the Library service providing to the Users. Library Users can be accessed E-journals via internet through the remote Access from any Places. This is great opportunity to researcher possible only of ICT.

➤ E-Books

E-book has been described as a text analogous to a book that is in Digital form to be displayed on a computer screen. Now books are available in Audio and talking MP3 format. E-book offer advantages like 24 hours access. Published ebook, There is also some issues like Intellectual Property Rights but as the reader's point of view. It is very good opportunity to Increase the knowledge of society through ICT. Ebooks helped to save money, time, and space to the Libraries in digital era.

- Quick Access to Information through web. Updates and Modifications time to time, Available 24x7 to access. Multiusers Access at a time. Database Provided Information to Access is Safe, Current, Accurate, Validated and Well Organized.

➤ CD ROMS:

CD ROM stands for Compact Disc Read Only Memory. It is an optical disc that has the capacity to store data, music files, and video files etc. Storage capacity is 3000,000 text pages in one CD. This is most important way to data is stored and organized in very less space compare to print format. And it's possible only of Information communication and Technology.

➤ On-line information Resources- *www/internet access:*

Information sources provided in electronic form available on internet. Ebooks, ejournals Library catalog, information of companies – (annual Reports), Industries, Educational Institutions, current affairs, Political, Social, Economy. Each and every topic available on Internet. Online Information Resources is the greatest contribution to enrich in Library Collection.

➤ Library website and Institutional repository:

- One more important tool helps to enrich quality of Library Skills and Communicate for various activities of Library and works as a knowledge portal to all Library Users. A library website provides a detail of its services, Collection, Library Rules and regulations and to tell its story to its community. In most of the library website online catalogue is included.
- An institutional repository is an online archive for collecting, preserving, and disseminating digital copies of the intellectual output of an institution, particularly a

research institution. e.g. Research Articles, ebooks and other library resources which is available in digital form.

- Many types of library materials such as journals, books, patents, newspapers, standards, photographs, pictures, motion pictures or music are now available in electronic or digital form. From the user's point of view, digital resources hold many advantages such as time and place convenience.
- The library's point of view digital format offers convenience of storage and maintenance, cost
- Advantage and ability to target global users, etc.

C. Library Services

❖ Information and Communication Technology or in Digital era Library Services is not possible without ICT.

➤ OPAC:

Online public access catalog is an online database of materials held by a library or group of libraries. OPAC developed as stand-alone online catalogs of the Library. Members can Search Library Material details e.g. Author, Title, Issue Status, and Book Reservation.

➤ CAS:

Current Awareness Service of a library is providing information about recent arrival of books, journals and other library documents to the library members. This is usually done at libraries by taking printout list and displaying on notice board and circulating this list among various departments. But the Adaption of Internet and Intranet Technologies in educational institutions. It has given opportunities to improve the information services to the Library Users more effective way.

➤ SDI: Selective Dissemination Index

Is defined as the system in which selectively and automatically compiled information about new documents arrive in the Library and disseminated to the Library Users, and researchers as per the Specializations. Also Provided Full text scanned Articles from the print Journals.

➤ Reprography

Photocopy and Printing Facility is available in the Library. Users can have this facility to photocopy of Reference Sources (few pages) which are not available for Home Lending. Like Handbook, Encyclopedia, Question Papers, News Paper Clippings etc.

- These technologies are still widely used technology in libraries globally. Most of the research libraries have reprographic machine and provide photocopies of any document on demand.

➤ Book Reservation:

Book Reservation are accepted on a first- come, first – serve basis. Suppose the particular book is issued to library Member and the same book is needed to another Member. They can reserve the book online. When the book is returned it is reserved on the name of particular Member. Who has reserve the book first.

➤ Book Renew Facility:

Library has provided Book renews facility on Phone or Mail. Students can call or send mail to Librarian. And the process had done by Library Staff. SMS alert to the Users.

➤ Scanning and Printing:

Library has Provided Scanning and Printing Facility to the Library Users. Library Members can scan their Personal Documents require for Admission Purpose, Articles from the printed Journals. Also Provided Printing Facility to the Library Users but limited pages.

➤ Electronic mail (E-mail):

This medium can also be used to send and receive mails. This is commonly and widely used with the internet facilities. E-mail is very useful for sending messages to and from remote areas with enhanced network. Further, it is also useful in various aspects of library environment. Thus, it may be stated that e-mail may play a significant role in information dissemination service.

- **New Arrivals-** Provide Library Resources newly Added in the Library. Display Books List, CD/DVD list, Project Report, Fiction Books etc.
- **Library Notices** -Different Types of Library Notices, Photographs, Library Activities -Send by mail. It is Disseminate very fast and Accurate than traditional notice board.
- **Question Papers-** Old Question Papers Provide to the Library Users through E- Mail.
- **Articles from the Journals-** Provide Subject wise Full Text articles to the Faculty and Students as per their requirement.
- **ebooks-** provide ebooks to the Students and Faculties as per their Demand.
- **Content Pages** –Provide Scanned content pages from the print Journals to the Faculty and students. It is very useful to find out Accurate /Perfect article as they needed.

➤ Bulletin Board Service:

The major Bulletin Board Service available on the internet is known as boards on topics as diverse as education. Hobbies, science, politics, entertainment and employment opportunities.

➤ World Wide Web/Internet:

Internet browsing service enhances information access in significant way. E- Resources Access through Internet.

➤ LAN and Wi-Fi:

Campus Wide LAN and Wi-Fi Facility Provide to the Library Users.

➤ Electronic Surveillance System CCTV:

This Service is very helpful to both Library and Library Users for Security purpose.

• Advantages of ICT in Library Management:

- ✓ Storage:
- ✓ Preservation:
- ✓ Ability to search:

- ✓ Access current information:
- ✓ Shared Catalogue

- *NAAC is promoting the Use of Technology:*

ICT Impact overall Library Administration, Functions, Collections, Services and Its Impressed on NAAC and NBA policy of Higher Education. NAAC is promoting the Use of Technology, Quest for Excellence -Contributing to nation-building and skills development of student.

NAAC is established in 1994 in response to recommendations of National Policy in Education (1986). This policy was to "**Address the Issues of Deterioration in Quality of Education**".

The prime agenda of **NAAC** is to assess and accredit institutions of higher learning with all objective of helping them to work **continuously to improve the Quality of education**.

- The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities.

III. CONCLUSION

- Library Functions, Collection, and Services Rapidly Changed in ICT era. Traditional to Digital.
- Libraries Able to Provide Quality and More efficient Services in Less Time.
- ICT Impact on Libraries to Save the Money, Time and Space.
- Easy to Store and Maintain Library Information Resources in Digital Format.
- Electronic Resources Available 24/7 Anywhere, Anytime. Multiple Users Access At a Time
- Advantage and Ability to Target Global Users
- Easy Process of Purchase Library Resources/Material
- ICT Impact on Quality and Excellence in overall Library Administration.

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