Management of Resources in Library & Information Centres Special Reference to Electronic Era

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Abstract:
Rapid change in technology particularly the origin of information and communication Technology (ICT) and social political, economical changes require an appropriate managerial change in Libraries and Information Science Centers(LISC) and in the present paper the author has tried to highlight the types of resources available in the libraries and information centres. Modern library has both types of collection including traditional and digital. The role of librarian is to manage the resources by using modern management techniques to solve the problems and provide the sources and services effectively and efficiently. Also discussed about few famous web-portals of Library and information centres providing links to the end users in electronic era.

1. Introduction
Managing libraries and information centres has become a difficult task now a day in the 1940s libraries began using computers to mange circulation. Later card catalog became OPACs, which have now evolved into integrated library systems that facilitate all aspects of library work. Archivists adopted MARC in the 1980s to ensure descriptions of their collections could be included in institutional catalogs and national union catalogs more recently, archives is began using Encoded Archival Description (EAD), an XML-based standard for finding aids to augment catalog records and meet user needs. As technology has become more pervasive, so have the opportunities to continue improving how information professionals work. With the growing emphasis on e-resources, libraries are adopting modern management techniques.

2. Changes in Library Policies
Changes in the objectives and functions of the library and information system by the planning body would directly impact the existing plans and policies of the library. Accordingly, change in plans and policies become essential. The development plans and policies should be in conformity with the objectives and functions of library and information system as well as the institution in serves.
Management change in Library and information Centre
Due to fast-paced technological change and new skill requirements, information professionals are increasingly required to renew their skills and practice in order to gain an awareness of technological advances. As a result, the profession itself exists in a state of flux alongside these emerging technologies, with traditional roles beings increasingly subsumed by new skills and working environments, and, therefore, job description (Ashcroft 2004)
Certain active roles are necessary for change management to:
- Establish the quality goals of the library and information Centers should aim to establish the quality goals for qualitative service to its user community.
- Provide the resources to their library: should provide all necessary resources suitable in the ICT era (e.g. e-books, e-journals and other e documents etc.) to manage the LISC in a better way.

3. The Structure Related Changes in Libraries and Information Centres
Changes in the work design: The work design of a traditional library is not similar to modern automated library, so a change in the work design is compulsory for the success of automated library.
Change in the number of operation levels to perform various activities, routine work of library staff: As there is a major change in the processing and service departments a change in the number of staff in the lower level or operational level management has become essential.

Change in the plans, programmes, policies and procedures to and improving integration among various sections: Due to changes in the pattern of service; plans, programmes, policies and procedures and integration within various departments it is very essential to cater to the service in a better way.

4. Management of Resources in E-Era

4.1. Digital Resources
For developing a digital library, one has to start with following information resources:
- Already available internet resources-virtual Library
- Digitally born documents in the institution-physical Digital Library
- Resources available in print form- Digitization

4.2. Virtual Reference Resources
Internet is very good source of ready references. A number of online reference tools/sources e.g. Dictionaries, Encyclopedias, Thesauri, Glossaries, Biographies, Geographical sources including GIS, patents, standards, online databases, reference sources for current events e.g. conference proceedings and seminars, Directories', online interactive education websites on various topics etc. the list of such references sources can be compiled and make available to the researcher according to the demand of the users

4.3. Digitally Born Documents in the Institution-Physically Digital Library
The purpose of physical electronic library is to provide fast, uninterrupted access to the resources available through INTRANET. These collections may also be provided access through internet through web-portal.
The collection of the physical digital library may be
- Downloaded online full-length documents from the internet
- Journals available on CD-ROM
- In-house bibliographic/news clippings/question bank
- In-house databases
- Digitized documents
- Projects etc.

4.4. Downloaded Online Full Length Documents Available On Internet
The service provided to the user on demand or as per need on request. The full length articles, documents downloaded from the internet can be placed on the central server. Through the server, one can avail the facility.

4.5. CD-ROM Collection through INTERNET or INRANET
The collection i.e databases available on CD-ROM can be accessed through INTERNET or INTRANET.

4.6. Photo Gallery-Video Gallery
The photographs or video of different events organized in the institution i.e. Annual function of the institution, conferences, seminars, visit of stalwarts, cultural activities, sports etc can be stored in directly as it is born digitally and dept for access on the central server.

5. Digital Resources and Collection Development
With the digitization of books, documents, journals and other forms of materials, modifications of policies would take place. Technology related factors have to be modified to include the hardware and software costs. As builders of collections, librarians now have a larger and more complex set of resources from which to select. These resources range from analogue versions of books, journals, encyclopedias and sound to digital versions of these in a variety of formats such as CDROM, DVD, digital video tape, to online digital e-journals, e-books and online databases. Digitization would also have an effect on the preservation and archiving as resources would also be available in digital format. Resource sharing and document supply would have to be re-thought keeping in mind the availability of digital resources.

6. Human Resource in Electronic Era
In the digital era, librarians, archivists, and records managers must be able to work with digital media as easily as they have worked with paper. They are able to manage electronics, including the ability to select, acquire, describe, organize, reference, and preserve these digital works. Managing electronic records must take at least three distinct factors into consideration. First, the rise of the internet, especially the web, and the diminishing costs of technology has made it possible to digitize collections of "born-analog" materials. Many records managers have had to learn how to work with digitized records. For archivists who work with unique materials, digitization projects have made it possible to make their collections accessible to a much larger audience and reduce the impact of physical handling.

Second, records professionals are now working with born- digital materials records and publications that may never be printed or cannot be represented in print. Given the rise of electronic information systems in business, records managers and archivists are confronted with enormous quantities of records distributed around organizations, often in decentralized systems.

Many of those records can be disposed or before long-term preservation becomes a problem, but archivists had found way to identify and preserve those born-digital materials that need to be kept permanently alive. Finally, technology has always offered all professions the opportunity to work more efficiently and effectively.

7. Management Of E-Resources And Services In Information Centres

The library and information Centre aims to develop a comprehensive collection of documents that is useful for the research scholars and disseminates information to the end users. Large database collection, union catalogues have been developed. Number of universities, institutions, Research and Documentation centres and Science and Science and Technology institutes have been contributed their collection in these information centres. Few library and information centres have been mentioned below.

7.1. Inflibnet

Information and Library network , Centre is an Autonomous inter University Centre (IUC) of University Grants Commission(UGC)involved in creating infrastructure for sharing of library and information resources and services among Academic and Research intuitions. INFLIBNET works collaboratively with Indian university libraries to shape the future of the academic libraries in the evolving information environment.

7.2. Nassdoc

The National Social Science Documentation Centre (NASSCOC) a constituent unit of the Indian council of social science Research(ICSSR) was established in 1969. The primary objective of the NASSDOC) is providing library and information support services to social science researchers. It is considered to be one of the largest repositories of bibliographical databases in the area of social sciences. NASSDOC also provides guidance to libraries of ICSSR regional Cerntres and ICSSR supported Research institutes.

7.3. Niscair

National institute of Science Communication and information Resources (NISCAIR) came into existence on 30th 2002 with the merger of national institute of Science Communication (NISCOM) and Indian National Scientific Documentation Centre (INSDOC). Both NISCOM and INSDOC, the two premier institutes to the council of Scientific and industrial Research (CSIR), were devoted to dissemination and documentation of S&TI information. Broadly the core activity of NISCAIR will be to collect/store, publish and disseminate S&T information through a mix of traditional and modern means, which will benefit different segments of society.

8. Conclusion

Change management is only feasible solution to overcome all the difficulties and problems created in ever changing environment for the overall development and progress. The libraries of today are moving from traditional system to "Digital Library" and further to "Virtual Library" Accordingly libraries have to adapt to drastic changes to create their own identity to satisfy their users. The Library & information centres are providing both types of collection i.e. Traditional and born digital collection. They have developed the web-portal to provide the links to the end users. The traditional collection has been digitized in the form of repositories and born digital collection databases have also been developed. The automated libraries have step forward to digitize their rare collection and born digital collection to link for the end users, so that the users can access the information easily and user friendly.

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