

# Role of hybrid system in the circulation section

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## ABSTRACT

Information management is a broad term which explains the system, whole functions, planning, organizing, co-coordinating, directing, evaluating and controlling resources and reporting. It also have certain other personnel functions like operation, supervision and execution of management policies. The fundamentals of library science are organization, administration, classification, cataloguing, and technical services. Among the technical services circulation section and service are the backbone to all libraries. Modern libraries should be multifunctional, diversified and readily accessible to all types of users. Traditional Libraries migrated to hybrid libraries is a must in the present scenario. Besides allowing remote access, bringing the diverse material together from scattered locations, solving space problems, raising the profile of institution enhancing preservation, increasing in retrieval and dissemination of information in modern library system, library staff show increased concern in building hybrid libraries.

**Keywords:** Challenge, Traditional Library, Hybrid Library

## Introduction:

Now a days academic Librarians have effective, elastic and enormous resources. Various consortia are available to provide resources to the readers. The important new techniques or technology came into existence in libraries are

1. NPTEL online services, 2. Application of biometric system, 3. Open access resources, 4. INDEST, 5. ICT, 6. Mobile applications, 7. Cloud computing, 8. Wifi the life line, 9. Application of QR code, 10. Resources discovery tools, 11. Online and offline sources, 12. DELNET etc.

Impact of ICT on Libraries and its users is an important factor for transformation of traditional organizational structure into new institutional entities. Information seekers also not satisfied with the traditional paper print forms. Hence, there is a need for change i.e. migration from traditional to digital or modern libraries.

## Review of Literature:

Ademodi & Adepoju (2009) investigated the computer skill among librarians in academic libraries on Ondo and Ekiti State in Nigeria. It was found the shortage of computers and computer skills among professionals. The study recommended that more attention and funds should be provided for training and procurement of ICT infrastructure in Nigerian University libraries. For computerization purpose, library administration should solicit funds and assistant from foreign agencies and foundations who are interested for the cause.

Lewis and David (2007) stated that there was growing concern that a variety of factors threaten the sustainability of academic libraries: developing and preserving print and digital collections, supplying and supporting rapidly changing technological and networking infrastructure, providing free services, maintaining growing costs of library buildings, and lowering libraries' ecological footprint. This paper discusses the multidimensional issues of sustainability in academic libraries and identifies needs for designing an integrated framework for sustainable strategies in academic libraries. Additionally, the paper presents a synthesis of existing literature on the increasingly popular topic of "green libraries" and prepares a background toward developing a framework for sustainable strategies in academic libraries.

Adomi & Anie (2006) in their research on computer literacy skills of professionals in Nigerian University libraries concluded that most of the professionals do not possess high level of computer skill and their use of computer and technology is still maturing. They recommended that library management and

leaders should organize and offer in house computer training programs for librarians and enough computers should be provided in this regard.

Trushina (2004) discussed the issues related to the internet as well as the correlation of professional codes and their implementation in library practice. He stated that libraries depend on ethical principles more than any other institution because library services are essentially human-oriented. He stressed that librarians must follow the intellectual freedom principle and they have a moral responsibility to the patrons.

### **Circulation section**

Reader's service and Auxiliary services are done by the circulation section. Reader's services include circulation, inter-library loan and reference service for study and research in the library. Circulation refers to the activity of exchanging information's or circulating the information's or knowledge to the users. Apart from this, inter-library loan and reference service for study and research in the library are also included in this section. Circulation section or lending section circulates books and other reading materials. In America the word circulation in the field of Library Management refer the work of the department issuing books for home-reading.

Most commonly the word circulation is used to refer the total number of volumes, including pamphlets and periodicals, loaned during a given period of time for use outside the library.

### **Functions of circulation section**

The important functions of a circulation section are

1. Giving membership to the users
2. Issuing and returning of books
3. Charging over dues
4. Fixing lending period (depending upon the usability)
5. Reservation of books-inter library loan
6. separating weeding out and condemn books
7. Sending reminders
8. Renewal of books (extension)
9. Issuing duplicate tickets
10. Issuing no dues certificate and
11. Preparing statistics and other related miscellaneous works

### **Circulation procedures**

Circulation records the issue and return of books. The lending is recorded in different ways. The technological explosion and ICT implementation changed the circulation system. Paperless library and e library introduction increased the work of the library personnel. The different types of issuing system in practice are:

1. Ledger system
2. Day book system
3. Machine charging system
4. Dummy system
5. Temporary system
6. Card system
7. Browne charging system
8. Newark charging system
9. Ranganathan system
10. Automated system
11. Hybrid system

Machine charging is done through two ways like photo charging and audio charging. Automated system is also similar to the above by using scanner and computer issue return is carried out successfully.

For recording a book loan of lending Nina E Browne introduced a refined system. This system reduces manpower and time. It is the easiest and errorless method to the library personnel. This is used mostly in Indian libraries not in western countries.

### **Browne system and Ranganathan's system:-**

Both the systems are the same but they differ in keeping the book card and borrower's card. In Browne's system, the borrowers card holds the book card where as Ranganathan's system the book card holds the borrowers card. One of the survey shows that 94% of the libraries in India follow Browne's system for charging and discharging books.

In Browne's system each reader is given borrower's cards bearing pockets to hold the book cards of the books issued out. The borrowers cards contains the details of user like membership about the user. The book card has the call number, accession number, author and title of the book.

A borrower submits a book after choosing the title along with borrower's card. The library personnel remove the book card from the book and inserts it in the borrower's card. The library staff arrange the ticket in the tray according to the due date and call number are noted and trace the borrower's ticket easily and handover to the user.

### **Migration from traditional to digital or modern libraries:**

Traditional libraries have resources like printed books and journals, atlas, encyclopedias, globe, newspaper which are classified as primary, secondary and tertiary resources. Due to so many challenges and introduction of technology in the field of library science, libraries are switch over to digital or modern. They migrated to the modern technology with traditional and electronic resources which are named as hybrid libraries.

### **Hybrid system**

In 1947 American Library Association introduced the computerized charging system. Later it was developed with the help of scanners. After the introduction of Barcode technology to the library field, the charging and discharging is made easy. Software installed computer, scanner and barcoded identification cards help the library personnel to do the work with no time. This is the modern way of issuing and returning books.

But due to electricity interruption, system failure or any other problems sometimes the library personnel could not do their circulation service.

To avoid this, all the library personnel used to maintain a register to record the issues alone. The issue register contains the book details and borrower's name or membership number according to the date wise. This is very much applicable to do the work continuously as well as to reduce duplication or errors in the issuing function.

Hence, recently the hybrid system is followed mostly in all the libraries. The traditional method and modern method is merged to the same function. Therefore, this method could be called as 'hybrid' method of issuing and returning.

### **Role of Hybrid System**

Hybrid system encourages the library professionals to do the work ever free. No need to depend on any other source of assistance. If a programme or entry is deleted by mistake also rectified through the manual entry. The system and manual entries help in all the ways.

But it is a burden to the library personnel. They have to do the operation in the system as well as give entry in the register. It promotes purity with double work. Automation is not reduced the work of library professionals but the work is doubled.

Hence, Now Human resources are needed more than before. In the shift system, after entry are may forget to save the entry means everything is lost.

### **Barrier's of total Quality Management in hybrid Libraries.**

Management school of thought listed out certain barriers while maintaining hybrid libraries. They are:

1. Librarian's fear of the loss control.
2. Employee reluctance to recommend changes because of fear of the management.

3. TQM requires a long-term investment of time over several years as process are analyzed and an organizations culture is changed. This can cause resistance and other difficulties in these days of increasing financial and other pressures. Problems can exist in establishing a good relationship between management controls and promoting employee empowerment. Another problem encounter is related to TQM statistical tools

Professionals engaged in the information transfer process require up to date knowledge and "skills" for which the provision of basic professional and continuing education should be considered as a whole since they complement each other.

Traditional library managers should take in service training to upgrade the libraries or shifting the libraries to hybrid and hybrid to digital or automated libraries. For upgrading one should remember that

1. Unaware of the impact of information technology
2. There is a demand for specialized electronic services
3. Growing knowledge exploitation
4. To attract more number of users,
5. Proliferation of literature and
6. To manage problem matrons.

There is a necessity for the Liberians to develop their management, technical skills so that the libraries will shift from traditional to modern libraries. The transformations occurred are

Clay carvings → Stone scripts → Copper Plate inscriptions → Printed books  
 Compact Disk → Floppy → Online → Electronic prints Digital  
 formats → Touch form →

### **Skills needed for managing the hybrid libraries:**

Managing traditional library needs leadership skill, managerial skill and so on but managing a hybrid library needs more than the above skills. Modern library needs special skills along with the normal skill ie ICT skills. Traditional and ICT joined together form hybrid library. Therefore, ICT skill is mostly required skill needed to any librarian. Information professionals are increasingly required to adopt their skills and practice to gain awareness of technological advances. The required ICT skill for LIS professionals are: Networking (LAN/WAN), Administration of DBMS, Bibliographic, formats, Data Analysis software (SPSS), Indexing servers, Computer programming, digital libraries, and citation software. Then only they could manage electronic journal, electronic books, telecommunication and so on.

### **Challenges:**

Some of the challenges are common to both the traditional and electronic libraries. Traditional libraries have unique characteristics which are differ from today's modern libraries in providing information. Digital library federation (1998) listed out various challenges in the collection, preservation service and so on. The modern libraries present a transformation model of a large scale, user-centric organization that is moving towards an integrated form with various components. The important purpose of



modern libraries remains consistent with that of traditional libraries. The aim of modern libraries is to organize, distribute and preserve information sources just as it is for traditional libraries.

Modern technological libraries promise new social benefits. One of them is elimination of the time and space constraints of traditional “bricks and mortar Libraries”. Unlike the traditional that occupy buildings accessible only to those who walk through doors, digital libraries reside on inter-networked data storage and computing systems that can be accessed by people located anywhere in the world.

Digital library introduced the concept of hypertext, facilitates networking in order to communicate and exchange digital information from source location to destination. The modern technological Libraries provides support for preservation, storage and communication of diverse. Multimedia objects but also gives intensive access from multiple locations and enrich teaching and learning environment which is not possible with the traditional library.

Most of the libraries function with inadequate, skilled professional staff needed for smooth functioning due to lack of awareness about value of information, cooperation and coordination in the resource building and sharing of information. Libraries lack standardization of methods due to unwillingness to adopt new requirements. Technology demands high level of technical skill set from library professionals in order to make maximum use of new technological tools for providing effective and better services to the users.

Lancaster G.W (1978) forecasted about “paperless” libraries, paperless society and the society are arriving “towards paperless information system”. To maintain tradition some of the libraries or knowledge centers follow hybrid system. This kind of “Shift”, “Migration”, transformation preserves the old treasure, keeping in mind “old is gold” and attains hybrid information centers.

## Conclusion

Developments in educational technology and the changing pattern of education and learning indicate senior’s challenges for the library and information community to upgrade their information technology skills. The success of hybrid library management will vary from library to library information Centre to information center as each library is different from the others. The reality of the current library situation indicates that quality improvement is essential not only for survival but for facing major changes and growth required for the libraries of future.

The libraries are charged with the responsibility of collecting, preserving, organizing and distribution of information's. The reader's services are explosive due to growth of literature, information awareness, language of publication, escalating prices of documents, growth of user population, forms of communication etc. Therefore additional care should be taken to provide extra human resource to do the circulation service.

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