



Administration and Management of Digital Libraries: An Overview

GaikwadDeepaNamdeo

Research Scholar (Ph.D.)

Dept. of Library & Information Science

Dr. BabasahebAmbedkarMarathwada University,
Aurangabad. (MS) India.

Dr. Dongare Sudesh Nasiket

Librarian

M.S.P. Mandal's Deogiri College,
Aurangabad, (MS) India.

Abstract:

In the digital library management librarian plays a dynamic role in easy accessing of computer-held digital information including abstracts, indexes, full-text databases, sound and video recording in the digital formats. Management focuses on managing people and their work. On the other hand, administration focuses on making the best possible utilization of the organization's resources. The library professionals are working in electronic information environment they should require a balance combination of knowledge as well as skills. The project Library Management System aims at developing a fully functional computerized system to maintain all the day-to-day activity of a library this project has many features which such as the facility of user login and teacher's login. Also, on top of all this, there is an admin who will be managing the entire application's authorization and authentication, not no intruder can log in and modify the data, as a login for admin is also available.

Keywords: Administration, Management; Digital Library; Librarians.

Introduction:

Libraries are constantly changing and evolving to keep up with the times and provide their patrons with the best possible experience. Librarians are responsible for a lot of tasks to keep everything running smoothly. They have to keep up with technology to be efficient. In the digital environment providing right information to the right user at the time is the aim of any Library. The digital library is also called electronic library, which is

stored information in digital form and provide access through computer. Now a day's wide range of resources are published in electronic form, so that libraries have challenge to organize the mand disseminate in an effective way. The primary aim of digital library management is to promote the delivery of information effectively and efficiently with low cost and provide long term learning opportunities to the users. The digital librarians should require specialized skills such as tasks of massive digitization, storage, access, digital knowledge mining, digital reference services, electronic information services, search coordination, and manage the archive and its access.

Digital Library:

According to **E.A. Fox** the digital library may be defined as the “New way of carrying out the functions of libraries encompassing new types of information resources, new approaches to classification and cataloguing, intensive use of electronic systems and networks and dramatic shifts in intellectual, organizational and electronic practices”.

A digital library is a collection of digital objects, such as books, magazines, audio recordings, video recordings and other documents that are accessible electronically. In today's digital age, libraries are no longer limited to physical spaces with books and other printed materials. Digital libraries have emerged as a valuable resource for accessing a vast collection of digital materials, including e-books, e-journals, digital images, videos, and other resources. A digital library is a collection of digital materials that can be accessed and searched online. Unlike traditional libraries, digital libraries do not require physical storage space for books or other materials. Instead, the digital materials are stored in electronic format on servers, and users can access them through the internet from anywhere in the world. Researchers can easily obtain the information of interest through internet surfing. Digital libraries seek to provide prospective readership with alternative materials for reading. They also preserve the culture, customs that could be learnt by future generations

Advantages of Digital Library

As technology continues to advance, digital libraries will continue to play an essential role in the preservation and dissemination of knowledge and information. Digital libraries are a valuable resource for researchers, students, and anyone looking for easy access to a wide range of digital materials. Digital libraries have become increasingly popular in recent years, and for a good reason. They offer a wide range of benefits and advantages over traditional libraries. This article will explore some of the key benefits of digital libraries. Digital libraries are becoming increasingly popular as more and more people turn to the internet for research and reading. They offer several advantages over traditional libraries, including:

1. **Accessibility:** Digital libraries are accessible from anywhere in the world with an internet connection, making them ideal for people who live in remote areas or cannot easily travel to a physical library. This

also means that users can access digital libraries at any time of day or night without having to worry about library opening hours.

2. **Convenience:** Digital libraries offer a high level of convenience for users. With a few clicks, users can access a vast collection of materials without having to leave their homes or offices. This can save time and money on travel expenses and provide a more flexible learning environment.
3. **Search ability:** Digital libraries often have powerful search tools that allow users to quickly find the information they need. This can save researchers and students significant time and effort in their search for relevant materials.
4. **Preservation:** Digital materials can be stored and preserved more easily than physical materials, which can deteriorate over time. This ensures that important information is not lost or damaged and can be accessed by future generations.
5. **Cost-effectiveness:** Digital libraries can be a cost-effective solution for providing access to a wide range of materials. Digital materials do not require physical storage space and can be accessed by multiple users simultaneously, reducing the need for multiple copies.
6. **Flexibility:** Digital libraries can offer a greater level of flexibility for users. For example, users can choose to download and print materials or access them on a mobile device, making it easier to study on the go.
7. **Diversity:** Digital libraries often offer a wider range of materials than traditional libraries, including materials in multiple languages and formats. This can provide a more diverse and inclusive learning environment.
8. **Interactivity:** Digital libraries can offer interactive features, such as multimedia content and social media integration, which can enhance the learning experience for users.

Library Administration:

The word 'administer' is derived from the Latin word administer, which means to care for or to look after people, to manage affairs. Administration may be defined as "group activity which involves cooperation and coordination for the purpose of achieving desired goals or objectives"

Library administration means managing the performance of the operations and other activities of a library and then finally making important decisions. Administration can be defined as the act or process of administering, especially the management of a government or large institution in order to achieve the goals and objectives. According to **Haimann**, "Administration means overall determination of policies, setting of major objectives, the identification of general purposes and laying down of broad programs and projects"

According to **Brooks Adams** "Administration is the capacity of coordinating many, and often conflicting, social energies in a single organism, so adroitly that they shall operate as a unity. It refers to the

activities of higher level. It lays down basic principles of the enterprise. According to Newman, “Administration means guidance, leadership & control of the efforts of the groups towards some common goals”.

Library administration means managing the performance of the operations and other activities of a library and then finally making important decisions. Library administrators and managers are in charge of the operations of sections of a library, or in smaller libraries, of the entire library. They may manage staff, collections, policies and procedures, physical space, technology, and more. Librarians can handle requests, keep track of due dates, and stop overdue goods by automating the lending process. Additionally, library management systems allow patrons to reserve items, renew their loans, and access digital resources from the comfort of their homes. The essential components of the Library Management system are cataloguing, Membership, report, and status, report generator, online public access catalogue and acquisition. Library Management System is also known as the Library Management System.

Basic Functions of Administration: Planning, Organizing, Directing and coordinating, reporting, and budgeting (Botes, Brynard, Fourie & Roux, 1997:284).

The basic characteristics of a library management system are:

- ❖ It should record details about the stock, members in an appropriate manner.
- ❖ The system must be user friendly that is an easy to use software.
- ❖ It must provide the required data on time.
- ❖ It should provide reservation facility to the user.

Library Management of digital libraries



A library management system is software that is designed to manage all the functions of a library. It helps librarian to maintain the database of new books and the books that are borrowed by members along with their due dates. This system completely automates all your library's activities. The best way to maintain, organize, and handle countless books systematically is to implement a library management system software. A library management system is used to maintain library records. It tracks the records of the number of books in the library, how many books are issued, or how many books have been returned or renewed or late fine charges, etc.

The purpose of a library management system is to provide instant and accurate data regarding any type of book, thereby saving a lot of time and effort. The Library Management is responsible for deciding if a philosophy and vision are expressed and how far they are carried out. The effectiveness of a library, its place in the academic community, and its capacity to adapt to new functions and projects are all impacted by leadership (Weiner, 2003).

Library Management System Importance:

Library management systems can help libraries with their data management process. It automates many of the tasks that are usually done by a librarian. The most important part is that it not only improves data accuracy but also optimizes workflows for staff members.

The Library Management System improves efficiency by filling in the gaps in a library's struggles. The LMS can cut down time spent on administrative tasks, such as searching for books, checking in or checking out books, and handling lost or damaged items. Libraries can do the smart work instead of the hard work and grow their patrons' satisfaction with excellent services. Library management systems can help libraries with their data management process. It automates many of the tasks that are usually done by a librarian. The most important part is that it not only improves data accuracy but also optimizes workflows for staff members. With an automated library management system, there is one common point of access that makes it easy for staff members to see all information at once.

Automated processes such as barcodes and RFIDs make it easy to keep track of books and other library resources, reducing the need for paper-based records. Without the need for manual intervention, libraries can become more efficient and cut down on their staff count – saving them both time and money.

Saves Library from Hacking Threats

Library security has become a concern in recent years due to online thefts, and cyber hacking. A library management system is a very secure and safe system to use. All of the information that the library enters into the system gets encrypted and is only accessible to patrons, and staff with authentication processes such as login.



Advantages of Digital Library Management Software

- It reduces human error to a great extent.
- RFID readers can read multiple RFID tags.
- It automates data collection.
- It saves time of the circulation.
- Smart shelf system is maintained.
- Self-check-in/out system.
- Reduce material and handling costs.
- Theft reduction.

STRATEGIES FOR EFFECTIVE MANAGEMENT OF DIGITAL LIBRARIES

You need to understand the needs and expectations of your stakeholders, such as users, staff, funders, partners, and regulators. You also need to align your digital library goals with the mission and values of your organization, and communicate them effectively to your team and external audiences.

ADVANTAGES OF ONLINE LIBRARY MANAGEMENT SYSTEM- iSLIM

- Automates the library processes
- Powerful search interface
- Maintains library records
- Increases the efficiency
- Secure and scalable software
- Easy access to all library resources anytime, anywhere
- Cost-effective software
- Easy to use software
- Ease of tracking library resources
- Interactive Dashboard for better user experience
- Collaborative capabilities
- It reduces the errors in data
- iOPAC – Online Public Access Catalogue
- High returns on investment

Key Modules

- **Acquisition**

iSLIM is designed to ease your library tasks. It supports all the activities from the moment someone makes a proposal to acquire a book/item from the library until it is accessioned. iSLIM's acquisition module can manage multi-libraries setup, distributed ordering management, and centralized purchasing workflows.

- **Cataloguing Module**

The cataloguing Module helps to organize, locate and manage books, journals, newspapers and other publications in a library. You can also create customized templates for data entry, exchange records using MARC standards, and lots more.

- **Circulation Module**

The circulation module of iSLIM library management software helps the librarians manage the circulation process by tracking, managing, and reporting the lending activities of library users.

- **Serials Module**

The serial module of library management software is one of the most essential features that libraries need to stay up and running. It easily maintains your library's subscriptions, e-databases, e-journals, Bound volumes and many more resources.

- **Web OPAC**

The Web OPAC module of the iSLIM LMS provides quick, easy access to the library's conventional as well as digital resources. It offers services such as checking current and previous loans, renewing and maintaining reserve books, and checking reservations status.

- **Add-on Modules**

Apart from the above-shared modules, iSLIM can also help you with Library Advanced Solutions such as SLIM Usage Statistics (Stats), SLIM Self IR Station, SLIM News Clip Publishing, SLIM Online Member Registration, SLIM Digital Library Management (dCOLL), SLIM Inventory Assistant (IA21), and many more modules.

A modern day library would not be complete without the best LMS and excellent software support team taking care of their patrons and ensuring they enjoy every moment using the library. Get in touch with Algorithms to understand iSLIM LMS better and get a quote based on your library needs.

Difference between Library Administration and Management:

- ✚ While administration deals with setting objectives and policies, management courses will give you the skills needed to put these items into practice. The learning will cover the interpersonal, informational, and decision-making roles a library manager assumes.
- ✚ Management and administration may seem the same, but there are differences between the two. Administration has to do with the setting up of objectives and crucial policies of every organization. What is understood by management, however, is the act or function of putting into practice the policies and plans decided upon by the administration.
- ✚ Administration is a determinative function, while management is an executive function. It also follows that administration makes the important decisions of an enterprise in its entirety, whereas management makes the decisions within the confines of the framework, which is set up by the administration.
- ✚ Administration is the top level, whereas management is a middle level activity. If one were to decide the status, or position of administration, one would find that it consists of owners who invest the capital, and receive profits from an organization. Management consists of a group of managerial persons, who leverage their specialist skills to fulfil the objectives of an organization.

Conclusion

The Library Management System is much more user-friendly, faster in operation and easy to manage than the manual one. Problem Statement: The current library system is outdated and inefficient. There is a lack of organization in book management, user registration, and book borrowing. A library management system is essential for every library because it helps to organize and control the library. When it comes to small libraries and big libraries, the major difference is in size, their needs, resources, and patron's networks. For instance, a small library may need a simple system with basic modules that would not be complicated by any additional features, whereas big librarians may need more advanced modules. In this digital era libraries are moving traditional to digital. Now a day libraries holding multimedia products, such as image, photo, text, sound and other digital sources of information, to organize and manage this kind of collection is not an easy task. The digital library requires digital collection as well as a professional skills.

References:

- Bhattacharya P 2004 Advances in digital library initiatives: a developing country perspective, *The International Information & Library Review* 36 (3) 165-175
- Borgman C L 1999 What are digital libraries? Competing visions *Information Processing and Management* 35 227-243
- Muqueem, Shaista (2007). Changing role of library professionals in the digital environment. Retrived from :<http://hdl.handle.net/1849/4000>
- Okolo, Stanley Efe and IVWIGHREGHWETA, OGHENETEGA, "Administration and Management of Digital Libraries: An Overview" (2023). *Library Philosophy and Practice* (e-journal). 7927. <https://digitalcommons.unl.edu/libphilprac/7927>
- Oriel J. Strickland and Mark Galimba, "Managing Time: The Effects of Personal Goal Setting on Resource Allocation Strategy and Task Performance," *The Journal of Psychology* 135, no. 4 (July 2001): 357–76.
- Prasad, D. Ravindra, V.S. Prasad and P. Satyanarayan, 2004, *Administrative Thinkers* (Ed), Sterling Publishers, New Delhi.
- Syed JalaluddinHaider, "Educating Future Librarians: A Library Educator's Perspective," *Education for Information* 16, no. 1 (1998): 29–44.
- Weiner, S. G. (2003). Leadership of academic libraries: a literature review. *Education Libraries*, 26 (2), 5 -18
- Digital Library <https://www.lisedunetwork.com/what-is-digital-library/> Accessed on 23-10-2023.