

DIGITIZATION OF LIBRARY

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Abstract:

Digitization is the process of transferring information from a traditional format to a digitally readable version. Manuscripts, artwork, Ph.D. theses, and other materials are also included in this category and are often digitised using a scanner or camera. Digitization is emphasised in contemporary preservation techniques as a means of improvement. This essay discusses the value of digitization, the necessity of digitization, the benefits and drawbacks of digitization, and the preservation of digitization. University libraries' goals for digitalization, their resources for digitization, and their digitization-related limitations. The process of making historical and other materials accessible online is referred to as digitization. The process of transforming analogue information to a digital representation is known as digitization of information materials. Traditional documents, including books, papers, and manuscripts, are turned into electronic, machine-readable image format during the digitization process. Users can easily access digital files from anywhere at any time, and individual documents are also available.

Keywords: Digitization, Library.

1. Introduction:

Today's civilization is one that makes use of digital technologies. The process of transforming analogue documents into binary electronic (digital) form, particularly for hard disc storage and computer use, is referred to as digitization by Pearce-Moses. Materials are transferred through digitization from analogue formats that humans can read to digital formats that only machines can read. Tools like scanners, cameras, editing software, and other equipment can be used to digitise knowledge contents. These developments have made it possible to digitally preserve important types of assets, including Ph.D. theses, rare books, manuscripts, pictures, voice recordings, and images. Information is created using a variety of formats, including text, audio, and video. Digitization makes knowledge resources accessible with ease. Readers can use digitised papers to swiftly and easily search for collections from anywhere at any time. The invisible becomes visible thanks to digitisation. The same document can be accessed simultaneously by many users without any issues. Users no longer need to travel to venues that carry the materials' hard copies, which also eliminates the inconvenience of distance. It takes a lot of time and money to digitise a collection, but it is a forceful solution to the issue of major magazines, rare books, manuscripts, and other literature being scarce in knowledge resource centres in the developing world. Many institutions, including libraries, are taking steps to digitise their records, newspaper archives, rare books, manuscripts, artefacts, Ph.D. theses, M.Phil. dissertations, and other historical documents and photographs. This makes breakthroughs that were previously outside of their purview possible at the right time for scientists, administrators, readers, and other information seekers. "Transformation of analogue things into computerised organise for the reason of expanding past reach and where suitability, to help with conservation, development," is how digitization is defined. It is related to all facets of services provided by the library. In plain English, digitization refers to the acquisition, verification, modification, change, storage, and retention of data in a standardised and organised manner with innovative backing. Using specialised scanners, applications, and reports, information is organised into advanced groupings and stored for future use via challenging plates, small circles, or web-based applications.

2. Definition of digitization:

Witten and David defined digitization as the process of converting traditional library items in the form of books, documents, and rare books to an electronic, computerised form where they may be stored and managed by a computer. Digitization, as defined by the US Founded of Historical centre and Library Services, is the process of converting, producing, and maintaining books, original copies, handicrafts, verifiable records, photographs, diaries, etc. in electronic representation so they can be viewed through computers and smart phones, tablets, and other devices. Choo Ming, Ding When all of the records are stored in an electronic archive with uniform offices and equipment, access to electronic data is less expensive than

its print counterpart. Intelligent decisions may be made by connecting advanced writings, which also enhances the recovery of additional data. Nowadays, it is usual to see more data being digitised and moved to the Web or CD-ROM in order to be made more widely accessible.”

3. Importance of digitization:

taking after are a few the significance of the Digitization.

- i) To make the rare and historical resources available to readers.
- ii) When they glance quickly, their eyes open more quickly and effectively. It also expands opportunities for online learning.
- iii) Digitization also contributes to the development and global presentation of library resources. It also draws visitors to the library to view the original materials; therefore, it raises the library's revenue.
- iv) By providing clients with access to a digital copy of the archive, which saves the original record, archive preservation is made possible in this case.
- v) Information possesses the financial value that is also necessary for society, education, majority rule governance, scientific advancement, and innovation worldwide.
Maximum information record usage results in a terrific life that includes.

4. Need of digitization:

The core concept of digitization is to fully utilise ICT offices to access global assets while also being beneficial to society. As going computerised is now necessary to maintain a safe and secure environment. Numerous organisations are digitising their materials because they continue to value these resources as educational resources. Additionally, digitization improves the reputation of the institution because clients from across the world may access and use these e-resources from remote locations. By digitising their collection, educate can make info available that was previously only available to a small group of readers..

A print archive or other physical medium (such as sound recordings) can be digitally preserved, increasing both the value and accessibility of the original material. It is possible for a user to perform a full-text search on a digitally preserved archive. Links can be created to direct readers to relevant items both inside and outside of the article itself. In the end, digitization doesn't cruelly replace the traditional library administrations and collections; instead, it might even help to enhance them. Depending on the goal of digitalization, the conclusion customer, the availability of funding, etc., a report can be converted into an advanced structure. While the goals of digitization initiatives vary from organisation to organisation, the overarching goal is to advance the get to. Other objectives include conserving resources, keeping up with technological advancements, and exchanging data. The most significant obstacles to planning and carrying out a digitization project are related to technical constraints, financial constraints, copyright considerations, the requirement for arrangement guidelines, and, lastly, the selection of items for digitization. While untapped and developing technologies enable advanced data to be shown in inventive ways, the majority of potential customers are unlikely to have access to sophisticated tools and software. The use of incongruent programmes frequently limits the sharing of information across various educators.

- 4.1 Quality preservation: Subjective data preservation is a possibility with computerised data. For the best quality possible, the preservation-grade images can be examined at high resolution and bit depth. The quality does not change despite the disparaging remarks made about the various uses by some customers. In any event, care must be taken while selecting digital data as a preservation medium.
- 4.2 Different referencing: A small number of users can access computerised data simultaneously.
- 4.3 Wide zone utilisation: Through computer systems connected to the Internet, remote clients can access computerised data.
- 4.4 Security level: For security, effective reports and records are filtered and maintained in a sophisticated format.

5. Points of interest of digitization:

Through digitization, research data on subjects that are available in many formats and locations are combined. These digital resources or materials might be the most scatted. As a result, digitization enables easy access, allowing for the construction of collections, the comparison of objects that can only be seen side by side through ethical representation, and access to enhanced reference materials, notably photos that provide an incredible amount of data to analysts. It may be quickly transferred to any web location and is easily coupled with warning services. To create multimedia materials in the office. contain data in mixed media. Computerised assets are easily duplicable.

6. Preservation and digitization:

Preservation is digitization's main benefit. Reduced handling of the valuable, fragile, uncommon, or old material should help the original last longer. Although it hasn't been demonstrated that digitised documents would last as long as hard discs, preservation involves ensuring durability and the safety of the intellectual information. Digital conversion alone does not constitute preservation because not all documents are typically digitised owing to a variety of reasons, including financial limitations, a lack of information scientists, copyright issues, and ethical dilemmas. Preservation is more than digitalization.

7. Resources of digitization in library:

What should be digitised and what can be protected on other media or information records should be decided by the college library. Whether the collection as a whole or a portion of it should be included in the digitalization project. The choice may be made based on the amount of available reserves. The majority of a traditional college library's collection is made up of items that have been digitised.

1. Manuscripts.
2. Exotic books.
3. Annual Reports and Technical Reports.
4. Magazines and newspapers.
5. Dissertations and theses.

The university library may move forward with the development of the digital library by creating the digital collection, which may include electronic journals, electronic books, and full-text article databases. These will be good for readers to digitise. Institutional technical reports and yearly reports are significant pieces of grey literature that include crucial data that cannot be obtained in any other way. Depending on the needs of the customers and the nature of the institution, universities may change their focus on digitalization. These are all unrelated to copyright concerns; hence digitising such items is simple.

8. Constraints to digitization:

The following viewpoints should be used to examine the barriers to starting a digitization programme in the national context:

Technology: "There are as many benefits as there are drawbacks to technology, and this is no different for computer technology." Technology's quality and effectiveness are likewise up for discussion. Not that technology is terrible, but extremely new things frequently fail to function effectively for a long time. Each collection must be migrated into new data management organisations concurrently with the migration of the individual data objects since database technology is evolving so quickly. The ultimate objective is to maintain both the context that permits the data to be analysed as well as the bits associated with the original data.

Infrastructure: "If critical information is only available online, access to it may be restricted by understanding of protocols, knowledge of hardware and software, and access to telephone lines. Weisser (2007). "The actual costs of retrospective conversion will vary depending on the state, formats, contents, and volume of the original collections; the choice of scanning technologies; editing; scanning in-house versus contracting; the level of metadata needed to provide basic access; and the range of searching processing functions to be supported." The only reason funds are ever declining, being maintained at a constant level, or being increased is to combat inflation and/or price increases. There is relatively little money left over after paying for employees and the collection from the library's budget to purchase computer systems and related items such.

Source: There are some resources that cannot be digitised because the copyright is not theirs, they are too large or in a condition that prevents conversion to an electronic format, or both. According to the rules in place, a large variety of materials maintained by our library could only be used in print form.

Copyrights: In their Ph.D. theses and M.Phil. dissertations, researchers occasionally included images, figures, paragraphs, and other content protected by copyright. Dissertations do not require approvals unless the work has been accepted for publishing in a commercial setting. The user community will make requests for the official collecting of rare documents, manuscripts, books, and back issues of periodicals, all of which the library cannot authenticate for copyright reasons. The digitization process so discourages the radars, and they become less motivated to employ the modified systems. Due to the widespread use of networks and digital information, it may be difficult to defend legal rights even for sources that have been digitally preserved after obtaining them.

Difficult to archive: For digital archiving, in addition to addressing source-related concerns, technology-related considerations must also be taken into consideration. Digital information is still scarce due to limited

access to technology. Some authors may choose to include interactive features, CGI-scripting elements that are becoming widespread on websites and elements that are difficult to archive since they may change with each reading.

Mindset: The ramifications for human resources include the need for additional workers to complete labor-intensive digital work, the need for workers with new and different abilities, the difficulties of "up-spilling" and retraining, and the requirement to redefine job descriptions and skill requirements. Even if there are many materials in our libraries that could be digitised, the absence of actual projects for library digitization can only be attributed to mentality. In addition to the professionals' lack of interest or the fact that they spend much of their time performing regular activities rather than innovating, the absence of institutional priorities for formulating, promoting, and carrying out workable ideas is also a major cause for concern.

Conclusion:

One of the greatest advantages of digitization is its ability to maintain valuable and delicate items by improving clients' simultaneous access to them. When a question is unique and important, it happens incredibly frequently that it is answered as though it were approved for a particular group of people. More people appear to be able to realise the benefit of access when technology advances. Despite the fact that digitising fantastic points of interest for visitors enables them to find, recover, consider, and control fabric, it cannot be regarded as a great replacement for conservation due to constantly evolving social groups, cultural norms, and the software used to create computerised objects. One of the greatest advantages of digitization is its ability to maintain valuable and delicate items by improving clients' simultaneous access to them. When a question is unique and important, it happens incredibly frequently that it is answered as though it were approved for a particular group of people. More people appear to be able to realise the benefit of access when technology advances. Despite the fact that digitising fantastic points of interest for visitors enables them to find, recover, consider, and control fabric, it cannot be regarded as a great replacement for conservation due to constantly evolving social groups, cultural norms, and the software used to create computerised objects. If such demands are to be satisfied, library services must keep up with them. Digitization of libraries will increase access to library resources, protect endangered library resources, and boost the effectiveness of information search engines.

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