

Application of Information Technology in Institution of Public Administration Libraries In India : Special Reference to Harishing Mathur Rajsthan Institute Public Administration

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ABSTRACT

To day information generated is almost instantaneously disseminated there out of the world. The rapid progress in computer and telecommunication technologies is instrumented for magic. It has an impact in every walk of life. It has also brought a revolution in the scenario of traditional library techniques of collecting, organizing and disseminating the information.

There is a change in demand for information. Business use of information services is growing rapidly an increasing trend to use new media along with traditional resources is witnessed. All sorts of information resources are available it is only up to the user's financial and technical abilities to go for information resources to be purchased or accessed. Past 30 years produced more information than the previous 5000 years.

1 INFORMATION TECHNOLOGY IMPACT ON LIBRARIES

A positive change in the attitude of looking at the computers. An urge to learn the operation and exploit the technology for efficiency and economy increased. Formal training of IT is included in curriculum. Crash courses for working librarians introduced. In general an atmosphere is created to use the IT for the basic library and information (LIS). The play following roles depending upon the institutions they work.

- Information Broker
- Information Retrieval Specialist
- Information Subject specialist and archivist
- Knowledge Manger
- Web Librarians

1.1 Brief study of HCM/RIPA Library :

RIPA's library came into existence along with the establishment of the institute in 1957 at Jodhpur. It is an integral part of HCM Rajasthan Institute of Public Administration, Jaipur which

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provides a variety of services designed to promote a better understanding of the policies, values, culture and socio-economic environment. Glimpses of functional expansion and the modernization process can easily be felt and seen in the career chart of the library. The library contents are dependent on the objectives of the library. RIPA's library, created to offer services to a state training institute, differ in its contents from other academic libraries. The main objectives of RIPA are to impart training, undertake research, provide consultancy and develop training material. The library is furnished to match these demands. Presently it is located on the right side of main entrance of Nehru Bhawan.

All India training programme being assigned to RIPA. The Central Govt., Specially its Training Division's grants from time to time helped, to enrich the library in terms of infrastructure and collections.

1.2 Journey to Automation

The RIPA library started its journey of automation in the year 1987 with an humble beginning. Library software CDS ISIS developed by UNESCO was given to library after training the personnel. In 1994 the institute purchased library software 'LIBSYS', with limited module on which we continue to work until new library software "Alice" with complete library jobs including circulating through bar-coding was procured in the library in the year 2000.

2 SCOPE AND LIMITATIONS OF THE STUDY

Study of IT application in HCM/RIPA library is restricted to HCM/RIPA library Services only. Study limited how IT implementation is to providing right information at right time to the right users at Jaipur only.

2.1 Objectives of the study:

- 1) To know the present status of information services in HCM/RIPA library;
- 2) To identify the needs of users ;
- 3) To study how users using information technology HCM/RIPA library ;
- 4) To define the IT application may help the users in HCM/RIPA Library;

- 5) To observe how library personnel's to provide IT service with the help of IT;
- 6) To make study comprehensively how best HCM/RIPA over come with IT application;

2.2 Methodology of the study

The study is undertaken by six members of 3rd refresher course participants. To know the IT application in HCM/RIPA library at Jaipur for getting fruitful result the following methodology is used.

2.3 Observation method

In the social science research observation method is one method to get the results with the help of observation process for knowing IT application in HCM/RIPA library observation method is more helpful and it help us how users using the information services with the help of IT.

2.4 Interview Method

Interview method is also adopted in this study it help us to know the impact of IT in HCM/RIPA library. The same method we used for getting better result by conducting meeting with librarian's and staff of the library and users.

2.5 Questionnaire method

Questionnaire method is applied for users of HCM/RIPA library Jaipur for required information of this study. Questionnaire prepared with several objective questions deals with collection, services rendered, user's attitude of by using IT services and problem faced in maintaining and rendering service and finally asked for suggestion. Total 65 Questionnaire distributed to users out of which 50 users are responded their views.

3 DATA ANALYSIS AND INTERPRETATION

In today's world of the several development in information technology, mention may be made of computers, reprographics, micro graphics, and development in storage media, telecommunication have made it possible to storage media, telecommunication have made it possible to have connectivity and networking and audio visual media. The basic aim of a library is to disseminate knowledge. In HCH/RIPA library is widely using the information technology to disseminate knowledge and information. Instead of paper, computer terminals, printers and other type of data communication and computerization are being increasingly seen today as the means to improve efficiency of operation. The quality of library services has vastly improved with the introduction of information technology. For this study group have made two types questionnaire consisting several questions for Librarian and users.

3.1 Library Collection:

HCM/RIPA Library, it has extremely rich collections and its preserved rare books reports and journals, in this library main area of emphasis and Social Science and Humanities

Table 1

S.No.	Type of Collection	Total No.
01	Books and Reports	78000

02	Journals	155
03	News Paper	12
04	Non Book Materials	
	a . Slides /Films	20
	b. Video cassettes	110
	c. film 16mm	35
	d. CDs	102

3.2 Technical Process/ Arrangement

HCM/RIPA Library having collection development policy, basis on the users demand, the library developing collections in the field of economics, public administration, sociology rural development and Panchayatraj, Pol. Science Management, computer Science, Human Right, Law etc.

HCM/RIPA is following Dewey decimal classification for arrangement of books and alphabetical order followed by serials. and Bound volumes. The Books and the articles can be searched through computer enquiry by (OPAC) (LAN & WAN) by author, title, subject, key word publisher etc.

3.3 Library Services

HCM/RIPA Library provides various information services for their users. The following table highlight the types of services in HCM/RIPA Library.

Table 2: Types of Services

S.No.	Services
01	News paper clipping service
02	Reference services
03	Bibliographic service on demand
04	Inter library loan
05	Books circulation
06	Audio-visual facility
07	Internet access
08	Reprographic service

3.4 IT Infrastructure

HCM/RIPA having well infrastructure facility of information technology application for providing effective information services to users. Table 3 Highlight the total IT infrastructure in HCM/RIPA

Table 3

S.NO.	IT equipment	Total No.
1	Computers	11
2	Printers	04
3	Scanners	01

4	Xerox Machine	01
5	Film Reader	01
6	OHP	01
7	LCD	01
8	VCR.TV	01
9	Fax	01

3.5 Data base/ Internet Facility

HCM/RIPA library automated by Alice Software, Complete library jobs includes circulation. And it has created own data base of library collections of books and Journals. library also providing internet facility for users with broad band mode.

3.6 Type of collection used

HCM/RIPA library having varieties of collections for their they need various types of information for their requirement hence study conducted specific point of view “what type of collection you are used” the following table depicts the;

Table 4: Type of collection used

S.NO.	Name of collection	% of users need
1	Books and Journals	100%
2	Year Books and encyclopedia	20%
3	Monographs & Reports	40%
4	Non Book Materials	
	a. CDS	50%
	b. Micro Films	-
	c. Cassets	50%
	d. Online/ Offline data bases	30%

Table 4 says that HCM/RIPA Library users used various collections like 100% of users used Books and Journals, followed by 20% of Readers using years books and encyclopedia, and 40%of users used monographs and reports, but there is better indication of IT materials used for their requirement like CDS 50% of users followed by cassettes 20% and there is online utilization in 30% of users.

3.7 Utilization of IT application

There is new technological innovations have given rise to new ideas relating to processing and dissemination of information with the new mode of computer technology. There are various IT applications facilities available in the libraries some of these are Xerox machine, computer and peripherals, software’s and online data bases and internet. Hence study group conducting specific task of users by asking question on “ Do you wish to used IT applications in your library “ users responded same as in presented in the following table

Table 5: No of users used IT application

S.NO..	Total Users	Use of IT	%
1	50	40	80%

Table 5 presents that there is a higher demand in IT application study surveyed 50 users out of which 40 users are regularly using IT(it means 80%) of the users always opt the IT application for their requirement

Table 6 : Types of IT applications

S.NO..	Type of IT application	No. of Users	%
1	Xerox machine	20	40%
2	Computers and peripherals	25	50%
3	Library software	15	30%
4	Data bases	15	30%
5	Internet	25	50%

Table 7 shows that in IT application 40% of users used Xerox machine, 50% of users used computers and peripherals and same no. of users used internet facility followed by 30% of the users used library software like Alice and also same no of users used data base sources in social science fields.

Table 8: No of users satisfied

S.NO..	No of users	%
1	Satisfy 40	80%
2	Not satisfy 10	20%

Table 8 present that the HCM/RIPA library users mentioned their views that 80% of the users satisfied there IT services and remaining 20% of the users are viewed that they are not satisfied and they need for up gradation

Table 9: Difficulties in searching of Information

S.NO..	Reasons	No.of Users	%
1	No Difficulty	35	70%
2	Difficulty	10	20%
3	Not reply	5	10%

Table 9 shows that HCM/RIPA users are shown 70% of the users are not having any type of difficulty in getting their required information and 20% of the users presented that they are facing little difficulty in searching of information remaining 10% of the users are not responded .

Table 10: Type of Reason

S.NO	Type of Reason	No. of Users	%
1	Library staff are not qualified in IT	35	70%
2	Do you need more facilities better than existing one	15	30%

Table 10 depicts that the HCM/RIPA library users suggested and presented their views that 70% of the users opined that library staffs are not qualified in the IT application. It means that staff should go for under gone training in IT sectors and 30% of the users are suggested present IT information is not fulfilling and its go for up gradation.

4 FINDING & SUGGESTIONS

1. The collection development in HCM/RIPA give some importance should be develop in regional languages books.
2. More number of journals in the field of public administration is to be add in the journal collection.
3. Present library having inter library loan facility in Rajasthan Government libraries at Jaipur. Users are demanding consortium like Delnet, UGC Infonet are any others, and hence HCM/RIPA should go for consortium.
4. HCM/RIPA having 155 traditional Journals in their collection but not in E-Journals if HCM/RIPA go for the E-Journals subscription it may help to users a lot.
5. ICT based Source of collection is required instead of only book collection.
6. HCM/RIPA having well qualified staff as per the old norms in their setup but present users community are suggesting in service training programme based on IT sector is to implement.

5 CONCLUSION

IT thus provides greater avenues for easy access to information and providing efficiency to functioning of the library system. However the librarian, teacher, researcher and stands to equip

them selves through appropriate training to serve better and benefit from the improved system. Today in a technology advanced modern world there are many advanced modes of communication systems which disseminate information on demand on any topic or any subject from any corner of the world in a limited time, through versions electronic media such as computer and other IT equipments. In the present scenario the most of libraries of any country have not taken any initiative for the library computer section. IT is the time for us to understand and realize the importance of information technology. If librarians do not join the race they will not be able to provide necessary and sufficient information to users unless the librarians perform the duties they will be replaced by a group of information scientists.

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