Man Power Management in Modern Digital Libraries

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Abstract: Need of library management in point view of proper human resource development, proper needs of security and explaining the moral education throughout the student are the ways to protect the libraries. Library should be developed according to technology, digitalization, proper cataloguing classification, book arrangement and classification book arrangement and book retrieval. Purchase of e-journal and providing it to student for current awareness service and selection dissimilation of services. Maintaining proper stock of books according to student intake is responsibility of management to prevent the any book theft and any inconvenience to student. RFID technique is also proved to be failed, so suitable option in library to avoid book theft is to appoint separate security for Library to appoint sufficient and efficient staff according to various norms and standards of human resource departments of Government. CCTV camera and alert, continuous observing staff is very essential. Otherwise library should go for implement close accesses system.

Keywords: Staff, Lost, Status, Training, Work, Description.

Problem of Library

1. Book loss of particular library (PQR) is far more than normal range.

2. Book theft is more

3. Books of library are not in good condition and pages are lost.

4. Every book is available for every student neglecting his/her course and discipline.

Aim: To find out the reasons of book lost and develop the method to overcome on it.

Postulates: Following will be the reasons of major book loss.

1. Books are stolen by student due to inadequate book issue from library.

2. Arrangement of library shelf in such way that librarian would not able to see the student handling the shelf book.

3. Insufficient Human resource in library.

4. Library staff allocated and make engaged with other work than library i.e diversion of staff.

5. More library hrs and Teacher negligence.

6. Insufficient issuing of books to students in proportion with the number of subject.

Data Collection as per Observation:

In PQR library book lost is observed more than normal value. Since 2004, establishment of library stock was not taken of that library and in 2015 library stock was taken by librarian. That college was conducting following courses and library books of all courses arranged together.

1. Agriculture B.Sc. College

2. Agriculture diploma college

3. Agriculture business management college

4. Agricultural biotechnology college

5. Biotechnology college

6. Entrepreneurship college

7. ITI college

Staff of Library allocated to concern Library

Librarian: 01

Library Peon: 01

Two peoples were appointed to conduct the all routine works of library where students and staff of seven colleges were approaching the library every day. One is trained and other is untrained staff of library and peon was working as a substitute for librarian. Job analysis of these two library staff members one librarian and one peon was as following.

Job analysis of Librarian:

1. Data feeding of books to proposed library

2. Attending the meeting of upcoming NAAC and other committees.

3. Purchase procedures containing quotation demanding, preparation comparative statement, and ordering purchase order accordingly.

4. To write the library meeting register.

5. To suggest the repairing in software continuously for development of software.

6. To work as reference librarian.

7. To arrange the different national and world days.

8. Classification

9. Cataloguing

10. Preparation for book banking

11. Preparation for interlibrary loan

12. Preparation for university membership.

13. Preparation for formats needed for printing the various registers.

14. Receiving and recording the periodicals.

15. Binding of volumes of periodicals and indexing it.

16. Typing of correspondence letters and notices.

17. Maintaining e-library

Other work allocated to Librarian

1. Teaching to entrepreneurship I, II and III year. (Theory and Practical)- Daily four-five hrs.

2. To work for public library, MPSC forum ran by parent institute. As per need.

Job analysis of Peon:

1. To bring newspaper from agency,

2. To staple, stamp and place the paper on stand.

3. Circulate the notices.

4. Attending and conducting the library works in absence of librarian.

 5. Cleaning of library and drinking water.

6. After 2: 00pm peon was directed to ex library (civil work).

Status of Library:

Collection of Library: Approximate: 10000 books.

No of Students- Library Users: 1000 students

No of Staff- Library Users: 200 Users

Periodicals: 25 nos.

Newspaper: 15 nos.

Daily entry in Library/Reading Room: 150-200

Students Daily transaction of books: 70-100 books

Staff Patterns according to different Statutory Bodies:

According to UGC committee meeting held in 1979 decided the staff criteria for college having 500 student and 5000 books should be provided with the following pattern.

Table 1:

S. No.	Designation	No o Posts
1	Librarian 01	01
2	Asst. Librarian 02	02
3	Library Asst. 01	01
4	Library Clerk 01	01
5	Library Attendant 01	01
	Total Library Staff 06	06

Other than 1st 500 students each 500 student should be served by another one Library Asst and 02 Library Attendants.

According to Maharashtra Govt. following pictorial structure have been decided. After addition of every 250 students one attendant should be recruited.

Table 2:

S. No.	Staff	Student Nos. 2000	Student Nos. 1000
1	Librarian	01	01
2	Asst. Librarian	01	01
3	Library Clerk	02	01
4	Library Attendent	06	03
	Total Library Staff	10	06

Staff Deficiency:

Compare with UGC Pattern and Maharashtra State Pattern deficiency of Library staff in concern Library is as per mention below.

Required = 100%

Available = 25%

Deficiency = 75%

According to all data analysis this is observed that given college is not satisfying the staff pattern passed by Maharashtra State Board and UGC committee. Job analysis of librarian post and library peon is not according to their standard job profile and also diverted to another work without offering any substitute and carrying one other's workload in absence of each other. This shows that if untrained human resource in any field can produce mistakes and quality proof work. Due to lack of untrained staff work

results was not good in such institute and poor HR management creates so many problems. So need of trained and qualified substitute is necessary to give the better results to work completion. Torn pages of books reveals the fact that Library staff who was untrained and had not known with the checklist of procedure which should follow while returning process of the book. This is because of the lack of knowledge about the work.

What is training?

Training is a systematic process through which an organization's human resources gain knowledge and develop skills by instruction and develop skills by instruction and practical activities that result in improved corporate performance.

Importance of training:

1. Maintain qualified product/services.
2. Achieves high service standards.
3. Provides information for new comers.
4. Refreshes memory of old employees.
5. Achieves learning about new things, technology, products/service delivery
6. Reduce mistakes – minimizing costs.
7. Opportunity for staff to feedback / suggest improvement.
8. Improve communications and relationships –better teamwork.

Result

1. Given library should be provided with the sufficient and trained staff and should not divert to another work.

2. Stock checking should be carried out at regular intervals. So that span of loss will get detected accurately.

3. In such cases management will be the responsible for any loss of books and should not charge the fine to students or staff.

4. Proper training should be provided to unqualified staff to give the knowledge about the work and to improve their work skill.

5. Library collection should be under the in vigilance off CCTV camera.

6. During the library orientation programme the moral education throughout the student should be delivered.

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