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A Review on: Management Technique Used in Modern Libraries

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Abstract:
With advancement of Technology and Information Technology there is considerable escalation in the management of Libraries in the senior as well junior colleges. This paper discusses the new century, libraries in , integration management, project management, flexible management, virtualization management, strategic management, Management Information System; Agent Technology, Information Management likewise will deal with the Management Concepts which can be utilized in modern libraries. This paper will also highlight some of key issue to be addressed in modern approach in library management.
Key Words: *Management, Strategic points, IT ,MIS.*

INTRODUCTION:

Managing a modern library is like managing an organization. Managers need to wield financial, technological, social and negotiating tools. Sharpening thinking skills and being strategic is essential. Key components to effective management include leadership for planning and organizing, direction for staff and decision-making for budgets, evaluations and overall control of the library. The ideal manager will organize for the sake of productivity and efficient work, lead the workers, take responsibility for social impact and produce results for the society served.

Library management encompasses normal management tasks as well as intellectual freedom, anti-censorship, and fundraising tasks. Issues faced in library management frequently overlap those faced in management of non-profit organizations. There are various task is carried out in the day to day work of library which include

•planning the acquisition of materials
•negotiating borrowing materials from other libraries
•selection of library materials
•stacks maintenance
•fee collection
•membership management

LBP

•responding to challenges
•approving and designing events
•fund raising
•budget management

For all this activity to carried out very smoothly and regularly we have to use some management technique which are highlighted in these Paper
We discuss one by one

WHAT IS MANAGEMENT?

Management is the act of getting people together to accomplish desired goals and objectives using available resources efficiently and effectively. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization or effort for the purpose of accomplishing a goal. Resourcing encompasses the deployment and manipulation of human resources, financial resources, technological resources and natural resources.

LIBRARY MANAGEMENT:

Library management is a sub-discipline of institutional management that focuses on specific issues faced by libraries.

KNOWLEDGE MANAGEMENT THEORY:

DEFINITION

Karl Sveiby defined KM as, The art of creating value from an organizations intangible assets.
Davenport and Prusak defined KM as, KM is concerned with the exploitation and development of the knowledge assets of an organization with a view to furthering the knowledge objectives.
Despres, Charles and Chauvel, Daniele defined KM as, The purpose of knowledge management is to enhance organizational performance by explicitly designing and implementing tools, processes, systems, structures, and cultures to improve the creation, sharing, and use of different types of knowledge that are critical for decision-making.
Knowledge Management requires an organization for the explicit knowledge and tacit knowledge-sharing to provide a variety of mechanisms, ways and means to use its collective wisdom to improve the organization's contingency and innovation capacity, and utilization of knowledge resources to predict the direction of development of external markets and changes in to enable the Organization to respond quickly to external demands. And calls for the excavation and the use of creativity exists in the minds of employees within the organization's knowledge and wisdom of the external knowledge networks to serve customers and markets, knowledge management is not only focusing on the information collection, storage, management and delivery, focusing more on a variety of knowledge and inter - association, interaction and conversion.
Of knowledge generation, dissemination and use of knowledge management is the main content, but also the basic task of library and information work; knowledge management and library and information work, closely linked and complementary knowledge management theory is reflected in the performance of library and information management is primarily the following aspects: The first is reflected in the management of ideas, knowledge-centric knowledge management system, the library has become the main target of library management; second is reflected in the management of content, the library of knowledge management will become more prominent knowledge innovation management, knowledge application management, the dissemination of knowledge management, knowledge services management, human capital management and intellectual property management; 3 is embodied in the managerial functions, libraries, knowledge management, reflected in the main functions of externalization, internalization, intermediation, sharing, learning, cognition; Fourth, embodied in the management principles, the library knowledge management will break some of the traditional library management rules, and attach importance to the principle of openness, sharing principle, the principle of incentive, the principle of collaborative, innovative principle. Therefore, to apply the theory of knowledge management, library management practices can contribute toward a deeper level library management application areas and the promotion of library and information industry of China's overall development.

AGENT TECHNOLOGY IN THE MODERN LIBRARY:

The concept of agent technology has practical application within engineering and computing science, but it also has great potential to impact the way work is done in libraries, as the goal of improving the research experience and search results for users is one shared by every information professional. Agents can negotiate and manage the transfer of information, and this ability makes them useful for certain computer-based, library-related functions and tasks, as well as end-user support. The National Library of Medicine uses COSMO to provide automated answers to users' questions (Moore, 2004). Librarians at the NLM continually review question and answer logs, and provide new scripts for COSMO. The agent allows users to get more specific answers to questions when searching the Internet reveals too many results, and also allows users to ask sensitive questions that they might not otherwise ask a librarian. Zick (2000) indicates several areas where intelligent agents might be used in a library setting, including mediation between the user and information, virtual reference, automated serials processing, and automated interlibrary loan processing, acquisitions, circulation and digital libraries. In addition, patron information management, cataloging, and online interactive tutorials are also areas where agents might be beneficial and reduce workload. Nardi and O'Day (1996) further suggest that information gathering agents might contribute to knowledge-bases to be used to field user queries. Since the use of agent technology is not yet widespread in libraries, the authors also advance that well-written agent code be cataloged and distributed to other libraries. A number of researchers have investigated the use of agents for user search support. Glance (2001) states that "there are three main problems for users of Internet search engines: properly specifying their information need in the form of a query; finding items relevant to their information need, as expressed by the query; and judging the quality of relevant items returned by the search engine" (p. 91). Nordlie (1999) suggests that close to fifty percent of failed Internet searches are due to semantic errors that might be avoided if users were able to benefit from effective online searches on the same topic, done by others before them. This concept, dubbed "collective knowledge" by Glance (2001), involves a software agent that observes and collects searches from users, and intervenes to recommend more efficient and accurate searches. Jansen (2005) poses three questions to guide development of an agent that might assist users with their searches by intervening with meaningful feedback and assistance during the search:

1. How often do users seek and implement automated assistance in the search process?
2. Where in the search process do users seek automated assistance?
3. Where do users implement automated assistance in the search process?

The idea of helping the user navigate the electronic landscape effectively has many implications for library staff and users, especially as many students make the use of Google a standard part of their research repertoire. Detlor and Arsenault (2002) present an agent-based model for the modern library which uses interface, information and server agents to form the architecture. The interface agent is responsible for providing more meaningful interactions with the user, primarily by monitoring user behavior such as key word formulation and searching techniques. The information agent searches the library's collections, and also keeps track of new resources that might be of interest to the user. Finally, the server agent is responsible for retrieving resources for the user from internal and external sources. Detlor and Arsenault state that "for libraries, a major benefit of an agent-based environment would be its relief of reference librarians from trying to service personal information requests for a large number of clients" (p. 10 407). The authors go on to say that agent environments in libraries must be able to support a wide variety of user actions, including browsing and conducting specific searches.

There are a number of examples where agent architecture has been used successfully in library settings, including the University of Michigan Digital Libraries (UMDL) initiative, the United Kingdom-based Joint Information Systems Committee (JISC)/Electronic Libraries Programme (e Lib) project MALIBU, and the DAFFODIL digital library system. Each of these projects applied agent technology in different ways, but are prime examples of practical uses of agent technology within the framework of today's electronic library.

STRATEGIC MANAGEMENT THEORY :

In recent years, the strategic management of the library research is a hot book, one of the intelligence community studies, most scholars believe that the strategic management of the library is the library's overall interests and the fundamental purpose of starting, in order to obtain long-term stable development of the full study Modern Library of the external environment on the basis of internal conditions, selection and determine the library's strategic goals of the planning, implementation and control of a dynamic

process. Its specific contents include a library of sustainable development strategies, resource development strategy, talent strategy, service strategy, brand strategy and so on. A library strategy for sustainable development refers to the modern market economy conditions, the library how to stable and sustained development. Modern Library, including the two systems, namely public libraries and university libraries. Library, a non-profit institutions, without government input, the library difficult to sustain their own development, sustainable development, according to the different characteristics of the two systems, and coordinate the relationship between the two, done the two systems complement each other, At the same time increase government input in order to enable the library to sustainable development. Resource development includes two aspects, first, make full use of the two university libraries and public library system's resources, resource integration and complementarily. Universities should also carry out inter-library resources and improve the whole and the utilization (such as the University City building), the second is the full use of electronic books, digital libraries and modern information technology to improve the efficient use of resources. Service strategy is to establish compatible with the modern library service awareness and service methods, regardless of quality improvement and quality. Brand strategy is to adapt to the needs of the market economy, to build a modern library brand, establish awareness. Through research and exploration in recent years, initially formed library strategic management theories.

PROJECT MANAGEMENT THEORY

Project management theory is adopted in order to achieve the project objectives a series of management activities, project management, content can be understood from different aspects. From the stage of project management and process perspectives: the whole process of project management can be divided into several phases, such as project selection, project design, project implementation and project evaluation in four stages and each stage can be divided into a number of management processes, such as the planning process, plan implementation, and control process, the existence of these phases and processes organic link, which constitute the whole process of project management. From the project management related to the specific content of view: it includes an integrated project management, project scope management, project time management, project cost management, project quality management, project human resources management, project communication management, project risk management, project procurement management, etc. aspects. While not every project that contains the above-mentioned regulatory elements, and different projects have taken management methods, techniques vary, but in general, project management, project management, which includes the management of the basic elements basically. Project management has been able to apply theory, library management, because management of the library also contains the contents of the above-mentioned management. If the borrow and return library materials system, database building, information consulting services and so can be applied to project management techniques and methods.

INTEGRATING MANAGEMENT THEORY

Integrated management is the use of computer and manufacturing enterprise in a variety of resources related to integrate, quick response to market demand, improve the competitiveness of enterprises technologies. Integrated management theory applied to libraries, is to ask the library has a variety of information resources, technical resources, organizational resources and human resources integration and integration in order to achieve the library elements of the chain interaction, complementarily and sharing of resources, collaborative and libraries to promote the optimization and scale-up the whole function, as well as the sustainable development of the library. Integrated management of the main contents of the library include: (1) What kind of a mix of resources and technical systems in order to make the best service? (2) What kind of institutional settings to ensure the best service? The digital library integrated management, in essence, the idea is to creatively integrated management of digital library management practices applied in the process, the core is to emphasize the use of integrated ideas and concepts to guide digital library management practices to achieve information technology, information resources, information, norms, and human resources elements of the comprehensive optimization of resources to promote the various elements, features and advantages of the complementarily between the match, and ultimately enhance the overall management activities to improve the effectiveness and efficiency of specific information resources for the integrated management this problem, it can be divided into resource integration, technology integration, information processing integration, information integration with the user four levels, which is four levels of mutual influence, interaction, mutual penetration, all contain a common integrated management theory . In short, the integrated management thinking and its management model has become a new trend in modern library management.

MIS SYSTEM:

A management information system (MIS) provides information that is needed to manage organizations efficiently and effectively. Management information systems involve three primary resources: people, technology, and information or decision making. Management information systems are distinct from other information systems in that they are used to analyze operational activities in the organization.[2] Academically, the term is commonly used to refer to the group of information management methods tied to the automation or support of human decision-making, e.g. decision support systems, expert systems, and executive information . In these approach of library management different software like Lib Manage, LSM, etc are used to facilitate easy and fast management of all procedure in libraries.

CONCLUSION:

 By reviewing all technique of modern management we can conclude that it gonna be helpful in daily work of Libraries. It is also true that it also minimize the time and work required to do extraordinary by the library staff. So, effective and efficient use of different technique from management science definitely helps Librarian to become perfect Manager in his respective Institution.

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