

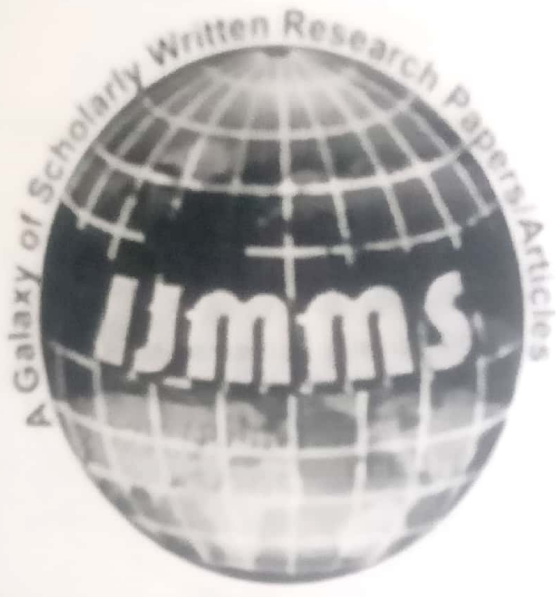
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Impact of ICT on College Libraries

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Abstract:

The main objective of college library is to provide the study materials to its users in short possible time and serve the requirements of the students, teachers and researchers towards reading, study and research. Introduction, Information and communication technology has transformed library services globally. Most of the coming up information in electronic format, ICT has also contributed to performance of Librarians in the discharge of their duties such as cataloguing, reference service, circulation, serials control etc. The rapid growth of information and communication technologies have gave rise to the evolution of several new jargons like paperless society, electronic resources. Now days all types of libraries are not only providing printed resources to their library users rather they provide, electronic as well as other internet resources like e-books and databases for fulfilling the day academic and research requirements of the library users.

Needs of Information Technology: Due to the information explosion it is very difficult to handle large information with traditional library tools like manual catalogue, bibliography, etc. In today's library, is not working properly without help of ICT application. ICT has become necessity and need.

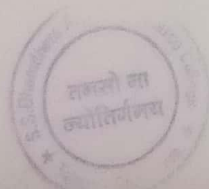
Applications of ICT in Libraries: Information and Communication Technology is very useful for libraries in creating databases of their own and provide to users through networks. It also enables libraries to provide effective and efficient service. Computer technology computers are now extensively used in the library operations and has great impact in the library management of libraries and Information centres. Some of the areas computer technology can be used in the library.

Information Resource: Acquisition of book, monographs, audio visuals, electronic materials such as CD-ROM, Maps and so on.

- Duplication Checking and Library holding checking
- Vendor Selection
- Preparation of Orders / Cancellation of Order lists
- Checking of Overdue of Order
- Record of Items on Order
- Record of received and non-received items and receipt to the vendors
- Items verifications with order file and Invoice
- Inspection of Items by the concerned department
- Prepare for payment after accessioning
- Preparation of budget and maintain accounts and statistics subject wise

Date Entry:

- Books
- Users/Members
- Serials



(Signature)
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- Audio-Visuals
- CD-ROM, DVD
- Gifted Items
- Maps and Reports etc.

Classification and Cataloguing:

- Catalogue Card production
- Online-Cataloguing
- Duplication checking of catalogue card
- Generation of monthly accession list
- Developing centralized and on-line cataloguing

Circulation Control:

- Registration / Cancellation and make time for membership
- Issue, Return, Renew, Reservation of documents and produce the slip for proof
- Charges for late, lost book, binding and production of penalty of slip.
- Maintenance of circulation statistics.
- Inter Library Loan
- Use of bar code system
- Report of statistics circulation

Serial Control:

- Input essential serials data
- Order list on new serials
- Mode of Payment and prepare for payment
- Receipt and updating the record
- Receipt to vendors and publishers
- Preparing the list of present holdings, additions, missing, cancelled serials chronological, subject wise etc.
- Renewal and cancellation of present subscription
- Sending reminders and follow-up missing issues
- Binding control
- Accession register of bound controls

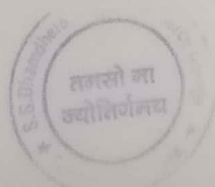
Information Retrieval:

- Database creation and maintenance, Interactive searching,
- Search and print outs of queries against specified requirements.
- Information about the books, (Issued, Reserved, Lost, Overdue, Weeded out)

Communication Technology: Communication is the process of transforming information from to an Information source to destination. Communication, the exchange of information and transmission is very essence in social system.

The major areas communication technology

- Audio Visual Technology, Fax, Telex, E-mail, Video Text, Tele Text, Online Search, Tele Conference, Voice Mail Box, Satellite Technology, Cellular Telephones, Internet, CD-ROM, DVD, Reprographic Technology: It is reproduction process. It is very useful document delivery services.
- Photocopying, Micro copying and Optical Process



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Printing Technology: Printing or Printing Technology has great importance and growth because of its information and communication process. It has various evolutionary changes from printing of paper and invention of printing to the modern technology of laser printer.

Printing Technology covers Technical Writing, Layout and Design. Impact of ICT on Libraries: Library now uses various technologies to deliver the services, services users. Impact of new technology on every aspect like, computing technology, communication technology, mass storage technology. With the invention of information and communication technology, libraries now use various types of technologies to add the services they offer. Everyday new technological advances affect the way information is handled in libraries and information centres. ICT has impacted on every aspect of academic library services, especially in the form of the library collection development strategies, library building, ICT system, an opportunity to provide value added information services and access to a wide variety of digital based information resources to their users. Information and Communication Technology has brought never done changes and transformation to academic library and information services. Conventional LIS such as OPAC, users services, reference services, bibliographic services, subject awareness services, document delivery services, inter library loan, reader mail services, etc. of the Library and information centres (LIC) of India have started using computer and information communication technologies in organizing their collections, knowledgekeeping operations, searching, retrieval and dissemination of information to the end users.

Conclusion: It is now difficult to imagine a world without information technology. With the help of ICT to deliver the services of their user is very easy and fast and also it can save the time of user and staff both. Now days ICT has totally changed the concept of library and information centres as it was in early days. Libraries are adopting ICT for performing both knowledgekeeping operations as well as for providing services to the library patrons. Information and communication technology is applied for providing information services which are more convenient, better accessible and more effective.

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