

LIBRARY ADMINISTRATION: A NEW PERSPECTIVE

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Abstract : *The Scope of Library administration has been extending since the commencement of this century and continues to do so. Every library administrator must comprehend the social impact on libraries to render it increasingly helpful and joyful to the readers whose desires and tastes must be satisfied. The 21st century librarians accepted libraries as central to education and research. The Library administration should anticipate the changes in the world and be ready for them. Patrons can easily check out books and return them through self-service kiosks or with the assistance of library staff. The latest RFID technology is being used in libraries for self-checkout and check-in, book identification, sorting and conveying of library books, and for theft detection and also uses new technologies in the library for better services.*

Keywords: library management; library history; library administration; library history; library associations.

Introduction :

Educational thought of the 21st century especially of its later half, is characterized by complete agreement and acceptance of libraries as central in educational and research, community welfare and development, and all programs of national reconstruction. Education primary, secondary, higher adult, vocational, technical, and Online Distance envisages adequate provision of suitable reading material and effective library services to the learner. The Reading material is not limited to printed books and manuscripts only. Any medium of communication of thought is considered appropriate for the purpose. It, therefore, will include all kinds of audio-visual aids, film photographs, pictures, tape gramophone records and e-books, e-journals, and open resources-related material.

Earlier librarians were just considered as the custodian of books and it is said that for managing a library, no professional competencies are required. It is an old concept that libraries have fixed and hierarchical organizational structures, bureaucratic leadership, controlled and centralized decision-making, command and control by the administration, guarded and infrequent communication, etc. Modern libraries require librarians to act like managers with appropriate management techniques and principles. A librarian manages a library like any other manager managing his organization. Thus the role remains the same. Managing a library also requires basic skills as needed in case of any other commercial or industrial organization. But libraries being service-oriented organizations, the necessity of general and managerial skills as core competencies of staff for effective management of libraries, flexible and decentralized organization, with empowered staff having the spirit of teamwork, interpersonal

communication, shared vision, lifelong learning, etc.

Library management in the old context :

Library administration should anticipate the coming changes that will influence the way of life of the people and get themselves prepared to meet the new challenge, Gone or the days when a drab collection of disguised and antiquated books placed in the custody caretaker passed for a library. Today a library is a meeting ground for the community, irrespective of political persuasions, economic levels, religious beliefs, racial characteristics, and sex.

"As a librarian, I have no religion a no politics because I have an equal responsibility towards religious and political doctrines, and also those who espouse none"

It is in this context of the use of people's diverse attitudes and interests in life that library services are demanded. When the demand for library service is keen and active, it must be met; otherwise, it will naturally seek other channels for fulfillment, which will be more expensive and less fruitful in its result.

Library administration means managing the performance of the operations and other activities of a library and then finally making important decisions. Administration can be defined as the act or process of administering, especially the management of a government or large institution to achieve goals and objectives.

According to Theo Haimann, "Administration means an overall determination of policies, setting of major objectives, the identification of general purposes and lying down of broad programs and projects". It refers to the activities of a higher level. It lays down the basic principles of the enterprise. According to Newman, "Administration means guidance, leadership & control of the efforts of the groups towards some common goals" Whereas, management involves conceiving, initiating, and bringing together the various elements; coordinating, actuating, and integrating the diverse organizational components while sustaining the viability of the organization towards some pre-determined goals. In other words, it is the art of getting things done through and with the people in formally organized groups.

Management and administration may seem the same, but there are differences between the two. Administration has to do with the setting up of objectives and crucial policies of every organization. What is understood by management, however, is the act or function of putting into practice the policies and plans decided upon by the administration.

Administration is the top level, whereas management is a middle-level activity. If one were to decide the status or position of administration, one would find that it consists of owners who invest the capital, and receive profits from an organization. Management consists of a group of managerial persons, who leverage their specialist skills to fulfill the objectives of an organization.

Administrative Functions :

Henri Fayol a pioneer in the field of Management developed five functions of

management. These were to aid in the smooth running and operation of an organization. They are not limited to a specific organization but can be customized to suit any organization. These functions are:

1. Planning
2. Organizing
3. Staffing
4. Directing
5. Controlling

Modern Library Administration :

A monologue of late-twentieth-century librarians, beginning in the twentieth century, would sound like this: “If we are going to survive and compete in the new environment, we will have to work smarter, reinvent the organization, re-engineer our work processes, become proactive rather than reactive, and, above all, orient ourselves strategically” (Marcum, 2009 p. 3377). This would mean that there is a need for a strategic plan, a clear vision, a common mission with measurable results and objectives, and identifying inputs and outputs. Also, there should be built a plan for risk assessment, impact assessment, feedback, and responsibilities network/circuits in the organization. This shift in management has brought with it new ways of thinking. The old “patrons” of the library have become “customers” with whom the library should connect and whose expectations should be overcome by librarians

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10. library have become “customers” with whom the library should connect and whose expectations
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Modern library administration includes:

- Library management software : Helps staff save time and improve the quality of their services. It can also help with:
- Circulation management: Handling the circulation of library materials, including check-in, check-out, renewals, and holds. It can also track due dates, manage fines, and provide alerts for overdue items.
- Patron management: Enabling efficient resource sharing among different branches in

multi-library systems. It can also help patrons access materials from various locations seamlessly.

- Data-driven decision making: Generating reports and analytics that offer insights into patron preferences.
- Borrowing and returns: Automating the borrowing and returning of items. Patrons can easily check out books and return them through self-service kiosks or with the assistance of library staff.
- **RFID :**

The latest technology is being used in libraries for self-checkout and check-in, book identification, sorting and conveying of library books, and theft detection. RFID technology saves money too and quickly gives a return on investment.

- **Institutional repositories :**

An integral part of present-day digital libraries allows global access to scholarly publications. It also provides an opportunity for future research enhancement and long-term preservation of information.

Future Library Administration :

Libraries have radically changed in response to the development of digital information technology. Until the beginning of the twenty-first century, librarians of all types automated business functions and logs, created web pages, created online catalogs, participated in the unification of online catalogs, subscribed to electronic databases, installed computers for users, added CDs to audiovisual collections and began to worry about whether the Internet would make their jobs, buildings, and books outdated.

The future of library administration is shaped by many trends, including:

- **Digital services :** Libraries must adapt to digital services and delivery models, which can improve access but create new challenges.
- **Agile platforms :** Libraries need to be able to quickly adapt to changing landscapes with agile platforms.
- **Rising expectations :** Customers expect more personalized and immediate service than ever before.
- **Integration of technologies :** Libraries can use AR, VR, AI, and other technologies to offer dynamic learning experiences.
- **Digital spaces :** Digital services will become more important, and websites and apps should be designed to be as welcoming and accessible as a physical branch.
- **New skills :** Librarians will need to learn new skills, increase teamwork and cooperation, optimize creativity, and stimulate innovation

Conclusions :

The Library performs a central function in the educational process and the development of the country. The library is essentially a service unit and its foundation lays on service ability towards users. Library work is an end product of three basic functions – acquisition, organization, and service. The operations of libraries have become increasingly complex day-by-day because of the automation of libraries. These increasing organizational complexities make it extremely important for libraries to utilize management techniques for their operation

and management. The management techniques are used in libraries with necessary modifications as libraries are non-profit and service oriented organizations. Librarians are library managers; they should know management concepts, theories, and principles and their application in library situations. All social, technical and personnel skills are also required by library managers.

In conclusion, the educational thought of the 21st century emphasizes the crucial role of libraries in providing suitable reading material and effective services to learners. Modern library administration requires librarians to act as managers with appropriate management techniques and principles, focusing on flexibility, decentralization, and empowering staff for effective management.

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