Library Automation of Al-Barkaat Institute of Management Studies, Aligarh with help Alice for Window (AFW) Library Software

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Introduction

In the present age of information, it has been increasingly felt that information needs and users must become the central focus of attention, to serve users better. Success of information service is more likely to be achieved by adjusting the services to meet the specific needs of an individual rather than trying to adapt the individual user to match with the output of the information system.

Libraries play vital role in the educational, industrial and technological progress of a country. Progress of the nation depends upon advance knowledge gained by educationists, technologists, engineers and scientists of the country. Hence the role of libraries in Universities and then educational institutions is to active a free flow of information from the point of generation to the point of utilization of information efficiently and effectively. The present educational policy emphasizes on self-study, experiments, field study and research rather than classroom study. Therefore, library has to play vital role in the higher education to meet user requirements. Optimum use of resources is possible through networks only.

Al-Barkaat Institute of management Studies: a profile

Al-Barkaat Educational Society is dedicated to the memory of renowned Persian and Hindi Sufi poet, Syed Shah Barkatullah of Mahrehra in the District of Etah in Uttar Pradesh and it derives inspiration from the being and wisdom of a galaxy of memorable Sufis of Khanqah-e-Barkaatiya, Mahrehra Sharif. With a clear aim to culti vate wisdom and learning, the Society established Al-Barkaat Institute of Management Studies in 2004.

The Institute has all up-to-the-minute facilities, such as fully automated library, spacious classrooms, state-of-the-art computer labs, on-campus hostel accommodation, seminar rooms, conference hall, indoor & outdoor games facilities, canteen, gymnasium etc. The role of the Institute is to impart quality management education to equip young men and women of our country with knowledge, skills, and a positive attitude to help them to make a meaningful contribution to the economic well-being of the country.

ABIMS Library: an overview: The library is the heart of every educational institute which breathes knowledge and information into the minds of the students. The Al-Barkaat Institute of Management Studies has a well equipped Library with an elaborate collection of books, journals, project reports, Audio-Video materials and other resources to serve its users.

ABIMS Library is fully automated with using barcode technology to issue and return books with the help of Alice for Window Library software. The library aims at providing timely, reliable and comprehensive information on the contemporary and topical sphere pertaining to multifarious aspects of management.

ABIMS Library Collection summary:

Books	10,000
Journals	75
Bound Volumes	725
Inplant Training / Project Reports	500
AV-Materials	10
CD-Roms	335
Floppies	25
Charts	10

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Library Staff: ABIMS Library has good team of qualified Professional, Semi-Professional, Non-Professional Staff.

Library Services: ABIMS Library is providing the following services to its Users:

- Circulation
- Reference Service
- Current Awareness Service (CAS)
- Reprographic Service
- Audio-Visual service
- OPAC
- E-mail and Internet
- CD-Rom Database
- Inter Library Loan
- Book Bank

ABIMS Library has rich collection of books of Indian and International publications & has excellent collection of Encyclopedias, latest Journals (The Economist, Harvard Business Review, Vikalpa, Decision, IIMB Management Review, etc.), Magazines, and Newspapers. It has wide collection of Project Reports and Case Studies. The library maintains e-resources and has a digital library on GSDL, which can be accessed by any terminal in ABIMS campus. Along with this, library has subscribed some online journals also.

Automation of ABIMS library

In one word we can say when we use computer & information technology in library operations such as in Acquisition, cataloguing, Circulation, Serial Control, etc. that is library automation or an Automated library in which all the function getting done by the help of computer & information technology.

The automation of libraries and information centers in India started in middle 1950's till 1980's the concept of automation was centered on the use of computers & information technologies for housekeeping operations and information services by individual libraries. There are certain factors responsible for the automation of the libraries. Information explosion, increased user's demand, labor intensive nature of work, changing concepts of

documents & the main thing is implication of five Laws of library science.

Al-Barkaat Institute of Management Studies is one of the best management institute in Aligarh which have a computerized Library. Computerization started since 2007 and built a complete database of over 10,000 books, 1000 Current and Back Volumes of journals and reports. Further we have Online Services provided to our users through our INTER LIBRARY LAN SYSTEM consisting of 5 terminals connected to the Main Library Server storing our database. The ONLINE PUBLIC ACCESS CATALOG (OPAC) is used to carry out online searches of library database by Author, Title, Keywords and Accession Numbers which enables users to provide good reference service to staff and students.

Need and Significance of Study

To fulfill the demand of five laws of library science automation has been essential for every library because automation satisfied the requirement of these laws which are pillar of library science. By the following point we can understand the need of library automation:

- Improve the quality, speed, & effectiveness of services.
- Improve access to other networks & systems, including the web.
- Improve the management of physical & financial resources.
- Facilitate wider access to information & dissemination of information product & services to the users.
- Provide easy & fast access to the library material.
- Lastly save the time of users, Library Staff & space of Library.

Issues of Previous System

There are many issues of previous system, which can be listed as:

- The process of issue and return of books is manual and time consuming.
- The fine calculation is manual and hence prone to mistakes.
- The interface for searching of books is not

user friendly.

· The book search facility is slow and does not always give correct results.

· There is no provision for the members to recommend any books.

· There is no provision for the members to reserve books.

Selection of library software

If a library wants to make a beginning; CDS/ISIS is best suited as it involves minimum investment on both hardware and software. Once a database with bibliographic details is developed, the same data can be used for circulation activities. Here the selection of software becomes crucial because CDS/ISIS can efficiently handle only the cataloguing system. Following criteria might help the librarians to select the right software for other housekeeping operations. Who are the developers, whether an institution, or reputed company or few individuals. The preference is for institution and second preference is for the reputed company. One has to be skeptical about the software developed by individuals as there will be no continuity.

1. How many times the software has been revised since the time of its first launch.

2. How many parameters are available for each module? More the parameters better will be the flexibility and needs no or minimum customization.

3. Whether the software has facility to import and export bibliographic data.

4. Training and guidance after installation.

5. Whether available on major operating systems.

6. Whether it is web interfacial.

7. Whether it can be interfaced with the e-mail system of the campus network.

8. Whether it has taken care of Y2K compliant.

Library automation and networking software in India

In India many software packages are available for these activities and many libraries have automated their various functions. Some of these are integrated packages covering many functions while others concentrate on specific functions including cataloguing and management of information. There are many automation software in India such as: Alice for Windows, LibSys, SOUL, Granthalaya, CDS/ISIS, PALMS (Prashad Automated Library Management System), WILISYS (WIpro Library Information SYStem), Suchika, Troondon, Sanjay. But ABIMS have selected Alice for windows.

Why ABIMS choose Alice for windows (AFW)

Alice for Windows is an international software package of Softlink International Co. and is marketed worldwide through various agencies based in USA, Australia, New Zealand, Britain, Iceland, Singapore, Malaysia, India and Sri Lanka.It is a complete, integrated library and information management system, which brings powerful automatic document and resource control within the reach of all organizations, regardless their size. The package is available in four versions, for school libraries, academic libraries, special libraries and public libraries, so that libraries can select according to their requirements. This package has some important features such as a rapid retrospective cataloguing module, GUI technology, compatibility with multimedia, and support for barcode technology. The most impressive beauty of AFW is that, it is multimedia supportive.

Alice For Windows: an overview

AFW efficiently and effectively assists in the management and control of library. It performs all the functions require in a library system. Alice is reliable and proven product. Over the last twenty five years it has grown and achieved the status of leading library automation software of the world.

Silent Features:

· Electronic Documents Cataloguing.

· Boolean Multiple Fields Search.

· Reminder Notice Via e-mail to member.

· Message popping for overdue of Resource.

· Bulletin Board Failed Search Records Automatic Keyword Generation.

- See and See Also Reference Library Map.

- Multimedia Live Demonstration Member Card Generation With photograph.

- Reservation and booking of Resources in Intranet/Internet Environment.

- Barcode Labels and Spine Labels from software database Printing by using laser printer (no need to purchase barcode printer). Random barcode generation is also possible.

Modules Description:

Inquiry or OPAC: AFW provides a powerful, yet easy-to-use, search interface to locate items in your library collection. The OPAC (On-line Public Access Catalogue) interface is often referred to as OPAC, Inquiry, or Search. We have customized the inquiry header, as you can see in below.
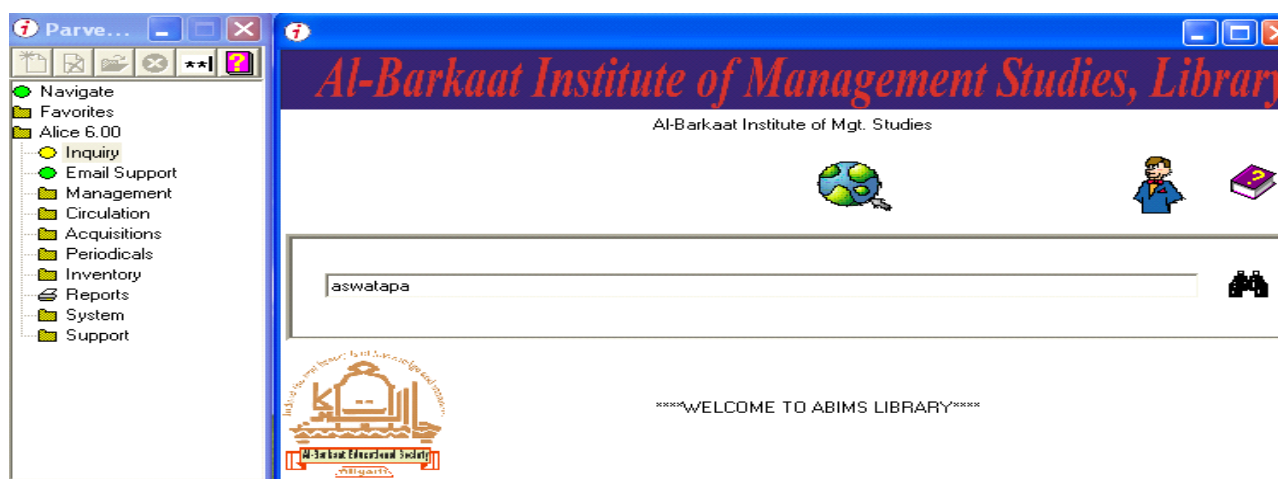

Figure.1: Inquiry Module

Suppose user want to search book authored by Aswathapa, then he /she has to put these keywords in inquiry's search box and enter. After enter he/she can get the all collection of Aswathapa available in library. You just click on your desired item & you will get the cover image of that particular item as in shown below. That is the beauty of AFW.
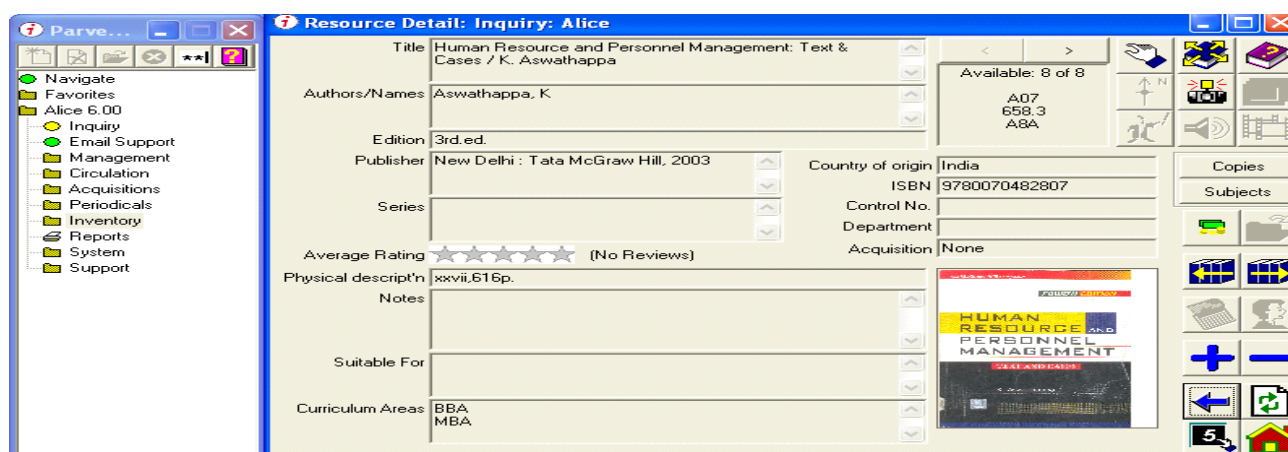

Figure 2: Extension of Inquiry Module

Management

This module deals with the entry of new books, and accordingly updates in the concerned database. During the entry of books, this module first checks the existing book database to see if a copy of the book is already exists. If yes, then the no need to make a new entry for book only we enter the new accession no. for this book, and the database is updated. If no other copy of the book exists, then the book is first assigned accession no. and then the other details of the book are entered and the database is updated.

During modification of existing books, the module first searches for the books in the database and retrieves its details. It then allows the librarian to make the required modifications and finally updates the database.
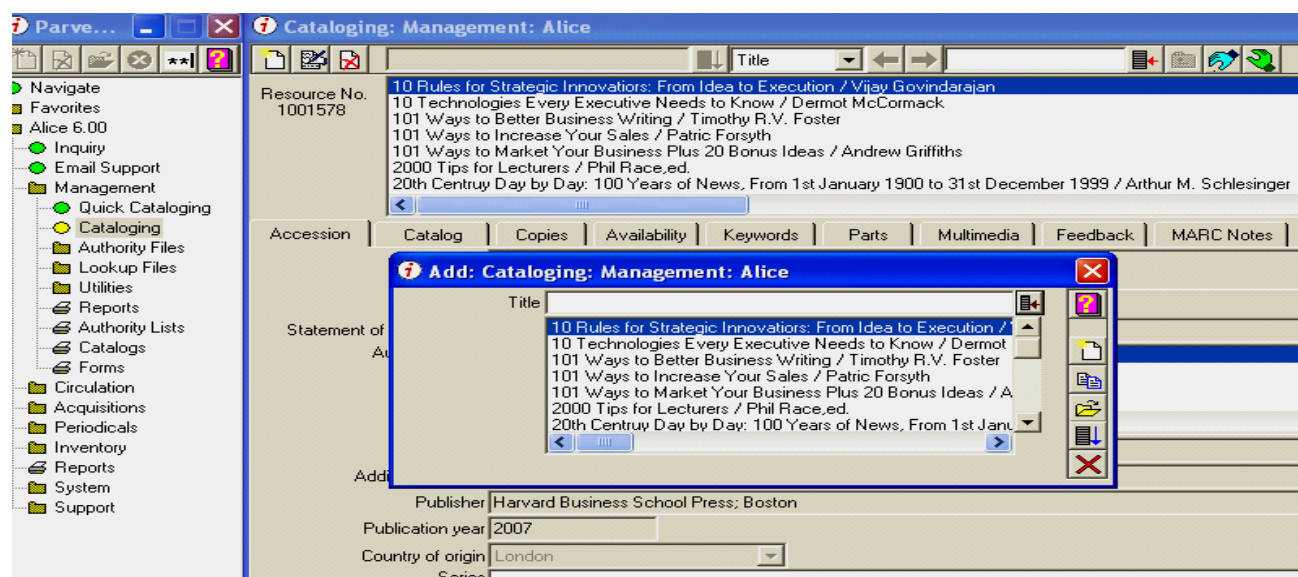

Figure 3: Catalouging Module

AFW automatically generate the keywords from Title, Notes, Edition etc.for user search & it also generate see & see also references for catalogue search to the user. Its also generate various report for library uses. Maintenance of Authority files, including subjects, GMD, authors, keywords, stop words, locations, etc.Cataloguing and accessioning all resources. Printing of reports, authority file lists and catalogues.

Circulation

The circulation component of AFW is the area

in which you record resource transactions. Circulation allows resources to be loaned out to borrowers and returned to the library.

Circulation also maintains and follows your library policies regarding who can loan out what resource type and for how many days. When selecting Loans, this is the window that appears. The cursor is automatically positioned in the Enter barcode field and awaits a barcode or command.

To loan out a resource, scan the borrower's barcode or find the borrower by name. Here you can see the image of borrower. When the name or barcode is entered, the Loan tab will turn green indicating resources may now be scanned. Scan the resource barcode on each resource the borrower wishes to have and the transaction is complete.
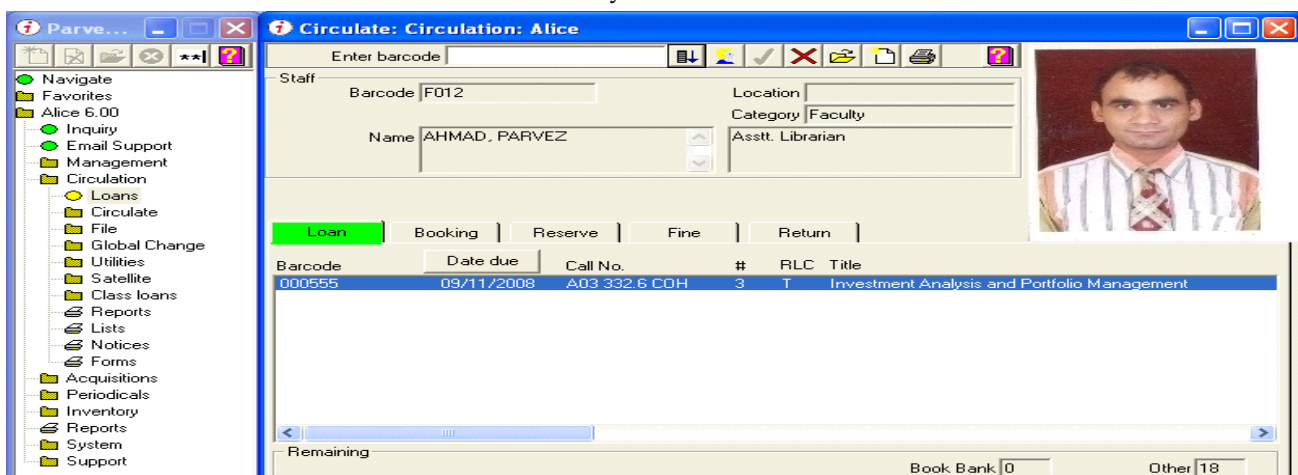

Figure 4: Cerculation Module

In this module we decide the Maximum number of loans per person for how many no. of days item can be borrowed to be set by count or by total monetary value? We can print reservation notices when a reserved item is ready to collect? Default expiry date for reservations? How long, in general, will a reservation be 'live', i.e. how long will you wait for a resource currently on loan to be returned before a reservation is automatically cancelled?

Acquisitions

Maintenance of budget information, the Wish List, On Approvals, ordering, receipt of resources and non-book expenses. The Acquisitions module is designed to assist the librarian with: Budgetary control of purchases (resource and general library expenses). Production of orders. Processing of items received. Recording of suggestions and requests onto a "wish list", Orders and requests to suppliers, lists of resources purchased from a budget dissection, claims for late orders, budget reports, and wish list reports and "on approval" reports are all available.

Periodical

Details for each journal subscription are entered, a list of expected issues is generated and the expected arrival date of each issue is calculated. As each issue is received, it is accessioned and may be circulated. Any missing or overdue issues are displayed and a claim may be printed automatically for the supplier. A circulation list is maintained for each journal and may be printed automatically for circulating newly arrived issues to users.

Each journal or each issue becomes part of the main catalogue, if required. Thus subject headings, notes and keywords can be assigned to each journal, or to each issue of each journal, thus increasing access through the Inquiry module. In the latter case the linking facility in normal cataloguing can then be used to associate catalogue records for individual articles with the issue. Complete control of subscriptions, holdings and claims is provided. Minimal time is required to process each incoming issue.

Journal Indexing

The Journal Indexing module allows the operator to enter and index individual journal

articles that can then be accessed by library users from Inquiry. Individual article information may be recorded. This includes journal, issue, article title, author, length and starting page. Multiple subjects can be added along with scanned images and extensive notes. Words in the notes can be tagged as keywords.

The library user, when conducting a search in Inquiry, can access journal information entered by the librarian. Any articles that are not held by the library may be requested from the OPAC, if this function has been authorized by the librarian. If the library uses the Periodicals module then the location and availability of an article are also displayed.

Conclusion

"Library Automation" is a process of using computer-based system to do house –keeping operations. Such as acquisition, circulation, classification, cataloguing, stocktaking, etc.Library automation which started in the late 1970's in a few special libraries has now reached most of the university libraries. It is yet to take off in college libraries in India owing to various problems.

ABIMS Library is first fully automated library among all self financing Institutes available in Aligarh, which has provided, Online Services to its users through Inter Library LAN System in which users can access the library database from the Online Public Access Catalog (OPAC) and also helps to library staff to provide good reference service to staff and students.

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