INFORMATION MANAGEMENT IN MODERN LIBRARIES

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Abstract

This paper discusses the meaning and definition of information management. Various steps and types of Information Managements, it states that some of the Information storage tools and Information retrieval tools are explained in this paper.

Key words: Modern Libraries, Modern   Techniques, Several

1. INTRODUCTION

In the past librarians and information managers needed to think of modern techniques of information management and information resource management for effective library management. Application of management principles to the acquisition, organization, control, dissemination and use of information is called information management. The term information management is used ambiguously in several fields. In the context of library and information science, "it is more widely concerned with the meaning of information for the information uses and with information retrievals issues".

2. DEFINITION

According to Schney man definition of Information Resources.
1. Systems support including computers and telecommunications.
2. Processing data, images, etc.
3. Conversion and transformation, including reprographics.
4. Distribution and communication, including network management.
5. Retention, storage and retrieval which cover libraries, record centre, filing systems, and internal and external database.

He adds that information resource management supports information management to do its job, which he defines as managing the ownership content, quality and use of information, information resource management is, then, defined as applying the general principles of resource management to identify discrete information resources, establish ownership and responsibility, determine last and value and to promote development and exploitation where appropriate.

3. STEPS IN INFORMATION MANAGEMENT

The following steps to be considered in information management.

1. Policy analysis
2. Planning: This divided into three major elements.
   a. Strategic planning
   b. Operational planning and
   c. Task programming
3. System Analysis: The system approach to the management of information services can be summarized in the following simple steps:
   - Define the system
   - Analyse the operations
   - Synthesis the alternative solutions
   - Evaluate the alternatives according to defined criteria
   - Modify the results if they do not adequately solve the problem.
4. System personnel
   i. Communication within an organization
   ii. Organizational structure
   iii. Administrative personnel are 3 categories
      - Live administrative
      - Functional administrators
      - Staff administrators
   iv. Job analysis and job description
   v. Staff recruitment and orientation policy
   vi. Staff review, rating and evaluation
5. Expenditure of cost analysis
6. Budget and financial control
7. Marketing and promoting information services.

4. COMPUTERIZED INFORMATION MANAGEMENT SYSTEMS

When information systems use a computer to produce information, we call them computerized information systems. To the basic components of an information systems- people, procedures, data, we have to add two more components in a computerized information system: namely computer and programmes.

A computer cannot only serve as a tool for processing data to generate information, but also as a data storage and retrieval device. The information generated can be communicated to any part of the globe through information network. In the same way, the computer can serve as terminal to receive information.

5. TYPES OF INFORMATION SYSTEMS

1. **Transaction processing Systems**
   This is an oldest type of information system. These system support day to day operations and services. In the library context, circulation system is a typical example.

2. **Management information system**

It has two can notations. The first a very broad one means 'development and use of effective information systems.' In an organization, thus, a number of systems fall under this concept. The second, somewhat narrower definition is 'an information system that support management.' The MIS produces structured and summarized reports on a regular and recurring basis primarily for controlling activities, which can also be used for planning and organizing.

3. **Decision support system**

DSS provide interactive facility and assist in decision making. A DSS combines a number of systems like, information retrieval, DBMS, computer graphics and a host of other technical capabilities which together provide powerful tools for decision making process.

4. **Office automation System**

These are the systems that create, store, modify, display and communicate business correspondence, either in written, verbal or video form. The advent of micro computers expansion in communication: and increase in storage products brought in fundamental changes in the office organization and management with the interconnection of computers "Electronic mail" systems were created in which message could be generated and communicated to one another instantaneously.

5. **Executive Support Systems**

Executive support systems are information systems that support the information needs of very senior executives. ESS summaries and present data at the highest levels of aggregation.

6. INFORMATION MANAGEMENT TOOLS
Online Directories

On line directories which do exist have much more limited aims and cover only small, specific areas. The WHOIS server is present on many Internet sites, containing information on network names and network users on a limited scale, by offering directory services related to the organization to which it belongs; there is no attempt to share cannon directory with other organization.

Client Server Tools

The tools described here use a client –sever model to achieve these two functions.

The server is responsible for maintenance and management of the information base, dispensing answers to queries submitted by a client.

The client is responsible for interacting with the user in the most appropriate way, managing the user inter space and passing queries back to the server in an agreed format without requiring the user to know what this is.

The use of MARC format cataloging records has been proposed as a more traditional solution, and the feasibility of these approach has been investigated by the OCLC organization. The final report proposed the creation of a new field for location and access information, but suggested that the relative scarcity of formally published information made the extension less attractive.

Information Retrieval Tools

Information retrieval tool is aimed at discovering the location of informal resources over a large number of different site in different countries and possibly making them available, in such a way that the user need not be aware of the location or connection mechanisms involved.

Archie

The ftp file transfer protocol is used in the Internet to store and access the documents and other items in "ftp Archieves", as an open resource to all networking users. There are many hundreds of ftp Archieves, each containing a large number of individual items. This is a system for maintaining un uptodate catalogue of software programmes, documentation, and code which are available on internet ftp sites. The server programme consists of two parts: a database gathering facility a data base maintenance facility. The gathering facility monitor the contents of about 800 internet "Annaymous ftp" sites around the world to retrieve a list of software file names and keep this up-to- date. A user can run a client programme to connect one of 15 duplicate copies of this data base around the world, and can search for particular file names by entering exact or close match keywords.

WAIS (Wide Area Information Server)

This is a system which performs a similar functions for document files. The systems was intended to aid in the selection of database to form large number of possibilities and to support searching by a non-expect user with no need to understand the underlying data structure of the database. It is based on the Z39.50 standard for information retrieval. It is one implementation of the protocol in software, which augments the basic protocol by adding its own ideas on searching. It allows a user to perform full text information retrieval searches on text document sources, through simple keyword indexes, and to refine the search through relevance feedback techniques.

Gopher

It is one of the information management tools. It is a means of building a local, customized view of the network by making links between individual items, so that they are presented in one structure regardless of location. Gopher software clients have a seemless view of the information thus linked in the gopher 'world,' even though it may be distributed over several different sites. Objects listed on a Gopher menu can be the followings;

- Text of binary files
- Other directories or sub directories
- A Tele net session linking to a different service
- An Index-search for searching on text strings.
- A phone book server
- A sound file
- A graphic image file
- A hypertext link

WWW (World Wide Web)

The world wide web systems was designed to support information sharing and computer support co-operative work among researches and academic in the field of high energy physics; the work was largely done at the CERN Institute near Geneva.

This systems consist of documents and links semicolon the web contains many types of documents, including searchable indexes and hypertext documents. In this way the world wide web support non-linear navigation through a universe of documents, which can be extended to include different kinds of information medias. Essentially, this is analogues to the type of hypermedia package how commonly available in CD-Rom for personal computers, with the different that the information is spread over a Globle network.

7. SUGGESTIONS AND CONCLUSION

Most of the libraries are following the traditional information management techniques rather than employing with use of new technology in information management techniques in the libraries to bring innovation in their services. For achieving high performance in the library work and to exploit, the library collection should adopt the modern information management techniques in their libraries.

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