Human Resource Development in Academic Libraries in present scenario

[1]**Dr. Kshama Tripathi**
[1]Associate Professor, D.G. P.G. College, Kanpur, Uttar Pradesh, India

Abstract

The most valued asset of an organization is its " human resource". Other assets such as materials , equipment and fiscals become meaningful only when they are transformed by the organization's people. Developing human resources means developing human beings who can change things, be in tune with the changing information environment, adapt themselves or adapt things and ideas according to their needs.Human resource development plays a crucial role in the success and sustainability of libraries. Libraries are not just repositories of books; they are dynamic institutions that serve as knowledge hubs, community centers, and information gateways. To fulfill these diverse roles effectively, libraries must invest in the continuous development of their human resources. Well-trained and motivated staff are essential for providing quality services to library users. They are responsible for cataloging, digitizing, and organizing the vast amount of information, both physical and digital. Additionally, they play an important role in assisting users in their quest for information and knowledge, making their interactions informative and productive. Human resource development also ensures that library staff stay current with evolving technologies and information management practices, allowing libraries to adapt to the ever-changing information landscape. Moreover, it fosters a culture of innovation and customer-centricity, enabling libraries to meet the unique needs of their communities. In essence, the impotence of human resource development for libraries cannot be overstated, as it is the driving force behind their ability to remain relevant and valuable in the digital age.

Keywords:- Repositories of books, Information gateways, Customer-centricity, Culture of innovation, adaptability, Human Resource development, Library management, Cataloging, Reference services, Effective communication, Conflict resolution, Collaborative learning experiences, Library management systems, Digital archives, Online databases.

Introduction

Human resource management in academic libraries plays a pivotal role in ensuring the smooth functioning and effectiveness of these educational institutions. The human resources within academic libraries encompass a diverse range of professionals, from librarians and archivists to support staff and technicians. The HR department is responsible for recruitment, training, and retention of qualified personnel. In addition, it plays a crucial role in fostering a conducive work environment, ensuring compliance with labor laws, and managing employee benefits and relations. HR also facilitates the alignment of library staff with the evolving needs of students and faculty, assisting in the adoption of cutting-edge technologies and digital resources. Furthermore, it is instrumental in the development of a skilled, adaptable, and customer-centric workforce that can better serve the academic community's demands for information and research support. Ultimately, effective human resource management in

eISSN 2581-8996
ONLINE

THE INTERNATIONAL JOURNAL OF ADVANCED RESEARCH IN MULTIDISCIPLINARY SCIENCES (IJARMS)
A BI-ANNUAL, OPEN ACCESS, PEER REVIEWED (REFEREED) JOURNAL
Vol. 3, Issue 01, Jan 2020

academic libraries is essential to enhancing the overall quality of education and research within the academic institution.

Human resources in academic libraries encompass a range of professionals who have an important role in the effective functioning of these educational institutions. Firstly, there are librarians, who hold key positions and are responsible for curating collections, assisting patrons, and providing information literacy instruction. Library technicians and assistants support librarians by managing circulation, shelving, and basic reference tasks. Moreover, technology specialists are crucial in maintaining and troubleshooting library systems and digital resources. Administrative staff, such as library directors and managers, oversee the overall operations, budgets, and strategic planning. Additionally, subject specialists and liaisons collaborate with academic departments to develop collections tailored to their curriculum needs. Furthermore, outreach coordinators and instruction librarians engage with students and faculty to promote library services and facilitate information literacy skills. Together, this diverse range of human resources in academic libraries ensures the provision of valuable resources and services to support teaching and research in higher education institutions.

Human Resource Development (HRD) plays a pivotal role in the success of academic libraries. These institutions are knowledge hubs, constantly evolving to meet the changing needs of students, faculty, and researchers. HRD in academic libraries encompasses a range of activities, including staff training and development, recruitment, and fostering a culture of innovation. Training programs ensure that librarians and support staff are equipped with the necessary skills to navigate the digital age, manage diverse resources, and provide excellent user services. Recruitment processes need to be strategic, identifying individuals with not only the requisite qualifications but also a passion for learning and adaptability. Additionally, HRD should promote a culture of innovation and collaboration, enabling library personnel to stay ahead in the information landscape. In this way, HRD in academic libraries ensures that these institutions remain at the forefront of knowledge dissemination and support for educational and research communities.

Human Resource Development (HRD) programs in libraries are crucial for enhancing the skills and knowledge of library staff. Here are some different training programs for Human Resource development in libraries:

1. **Library Science Courses:** These are academic programs that provide a formal education in library and information science. They cover various aspects of library management, cataloging, reference services, and more.

2. **Professional Development Workshops:** Libraries often organize workshops on specific topics such as digital cataloging, information literacy, or collection management to keep their staff updated with current trends and technologies.

3. **Certification Programs:** Many organizations and associations offer certification programs for librarians and library staff. These programs focus on specialized areas like digital libraries, archives, or academic libraries.

4. **Leadership and Management Training:** HRD programs that focus on leadership and management skills help prepare library staff for managerial roles. These can cover areas like budgeting, personnel management, and strategic planning.Training is the easiest ,

cheapest way of familiarizing staff with new tasks. Existing staff are knowledged about the job in the context of that particular library. Libraries can test the value of the training programme to the attainment of the library's objectives in terms of the cost/benefit equation.

5. **Customer Service Training:** Customer service is essential in libraries. Training programs on effective communication, conflict resolution, and dealing with diverse patrons can be highly beneficial.

6. **Technology and Digital Literacy Training:** With the increasing role of technology in libraries, training in areas such as library software, database management, and e-resource management is crucial.

7. **Professional Conferences and Seminars:** Attending library conferences and seminars is an excellent way for library staff to stay updated on the latest industry trends and network with peers.

8. **On-the-Job Training:** Many libraries provide on-the-job training, allowing staff to learn and develop their skills through practical experience.

9. **Mentorship Programs:** Pairing experienced librarians with less experienced ones can provide valuable guidance and learning opportunities.

10. **Collaborative Learning:** Encouraging staff to participate in collaborative learning experiences, such as book clubs or discussion groups, can foster a culture of continuous learning.

The choice of training programs should align with the library's goals, staff needs, and available resources. It's common for libraries to use a combination of these approaches to ensure a well-rounded HRD program.

Library science courses typically cover a range of topics related to managing and organizing information in libraries and other information centers. These courses may include:

● **Information Organization:** It is in the libraries that is a critical aspect of managing and providing access to a wide range of resources. Here are some key elements of information organization in libraries:

● **Classification Systems:** Libraries often use classification systems like the Dewey Decimal Classification or Library of Congress Classification to categorize and organize materials based on subject matter. This helps users locate items on the shelves.

● **Cataloging:** Cataloging involves creating bibliographic records for each item in the library's collection. This includes details like title, author, subject, and call number. These records are typically stored in a library catalog or online database.

● **Metadata:** Metadata is essential for describing and managing digital resources. Libraries use metadata to index and provide access to electronic materials, including ebooks, databases, and digital collections.

- **Shelving and Arrangement:** Physical materials are typically organized on shelves using the classification system chosen by the library. This ensures that similar materials are grouped together, making it easier for users to find what they need.

- **Circulation Systems:** Libraries use circulation systems to manage the borrowing and return of materials. These systems also track due dates, fines, and user information.

- **Online Public Access Catalog (OPAC):** An OPAC is a user-friendly interface that allows patrons to search and find materials in the library's collection. It's a digital catalog that provides search capabilities and access to library resources.

- **Interlibrary Loan:** Libraries may cooperate to share resources through interlibrary loan services. This extends access to materials not available locally.

- **Subject Headings:** Subject headings are assigned to materials to help users search for resources on specific topics. Controlled vocabularies are often used to ensure consistency in indexing.

- **Authority Control:** Libraries maintain authority records to ensure consistency in author names, subject headings, and other access points.

- **Preservation:** Preserving the physical and digital integrity of materials is crucial. Libraries implement strategies for conservation and digitization to ensure the longevity of their collections.

- **Collection Development:** Librarians are responsible for selecting materials to add to the collection, which requires assessing the needs and interests of the library's users.

- **Weeding and Deaccessioning:** Periodically, libraries evaluate their collections and remove outdated or rarely used materials through weeding and deaccessioning processes.

- **User Services:** Providing reference assistance, information literacy instruction, and other user services is a key part of information organization in libraries.

2. Reference Services: Teaching how to assist library patrons in finding information and conducting effective research. A reference service in a library is a service provided to assist patrons in finding information and resources. It typically involves librarians or library staff helping users locate books, articles, and other materials, as well as providing guidance on using library resources, databases, and research tools. Reference services can be offered in person at the library, over the phone, through email, or even via online chat, depending on the library's capabilities. The goal is to support users in their research and information needs.

3. Collection Development: Exploring the selection and acquisition of materials Library collection development is a systematic and ongoing process that involves building and maintaining a library's collection of materials to meet the information needs and interests of its users. Here are key aspects of library collection development:

- **Needs Assessment:** This is the initial step where the library identifies and analyzes the information needs and preferences of its user community. This can be done through surveys, user feedback, and understanding the goals and missions of the library.

- **Selection of Materials:** Librarians and collection development teams choose materials that align with the library's goals and the identified needs of users. These materials can include books, e-books, journals, multimedia, digital resources, and more.

- **Acquisition:** Once materials are selected, the library acquires them. This may involve purchasing, accepting donations, interlibrary loans, or other means of obtaining relevant content.

- **Cataloging and Processing:** Acquired materials are cataloged, processed, and organized in a way that makes them easily accessible to library users. This involves assigning call numbers, labels, and making the materials searchable in the library's catalog.

- **Weeding:** Periodically, libraries review their collections to identify and remove outdated, damaged, or underutilized materials. Weeding helps maintain the collection's relevance and quality.

- **Budget Management:** Libraries must manage budgets to allocate funds for new acquisitions, preservation, and other operational needs.

- **Evaluation:** Continuous evaluation of the collection is essential. Librarians assess the effectiveness of their selections, the usage of materials, and whether the collection is meeting the evolving needs of the community.

- **Diversity and Inclusivity:** Libraries aim to ensure that their collections are diverse, inclusive, and represent different viewpoints and backgrounds. This involves considering cultural, linguistic, and social diversity in material selection.

- **Digital Collection Development:** In the digital age, libraries also focus on building and maintaining digital collections, including e-books, online databases, and other digital resources.

  The goal of library collection development is to provide users with a balanced, up-to-date, and relevant collection of resources that supports education, research, entertainment, and the broader goals of the library and its community. It's an ongoing process that adapts to changes in technology, information resources, and the needs of library patrons.

3.Library Management: Focusing on the administration and leadership of libraries, including budgeting, personnel management, and strategic planning.

Library management encompasses various activities and tasks aimed at efficiently and effectively operating a library to meet the needs of its users. Here are some key aspects of library management:

- **Personnel Management:** This involves hiring, training, and supervising library staff, including librarians, assistants, and support personnel.

- **Budgeting and Finance:** Managing the library's budget, allocating funds for acquisitions, salaries, maintenance, and other expenses, and ensuring financial sustainability.

eISSN 2581-8996
ONLINE

THE INTERNATIONAL JOURNAL OF ADVANCED RESEARCH IN MULTIDISCIPLINARY SCIENCES (IJARMS)
A BI-ANNUAL, OPEN ACCESS, PEER REVIEWED (REFEREED) JOURNAL
Vol. 3, Issue 01, Jan 2020

- **Collection Development:** Selecting, acquiring, cataloging, and maintaining library materials to create a diverse and relevant collection.

- **Cataloging and Classification:** Organizing and indexing library materials so that users can easily find and access them.

- **Circulation Services:** Managing checkouts, returns, and renewals of materials, as well as addressing fines, holds, and interlibrary loans.

- **Reference Services:** Providing assistance to users in finding information and conducting research, whether through in-person interactions, online chats, or other methods.

- **Technology and Information Systems:** Maintaining library management systems, databases, and digital resources, and ensuring they are up to date and accessible to users.

- **Facilities and Space Management:** Overseeing the physical library space, ensuring it's conducive for studying, reading, and research, and addressing any maintenance or renovation needs.

- **Programs and Events:** Organizing and hosting educational programs, workshops, events, and exhibits to engage the community and promote literacy.

- **Community Engagement**: Building relationships with the local community, schools, and other institutions to understand and meet the information needs of library users.

- **Strategic Planning:** Developing long-term goals and objectives for the library and implementing strategies to achieve them.

- **Policy Development:** Creating and enforcing library policies, including rules for behavior, use of library materials, and internet access.

- **Evaluation and Assessment:** Continuously assessing the library's performance, user satisfaction, and the effectiveness of services and materials.

- **Advocacy:** Promoting the library's value and advocating for funding and support from government bodies, stakeholders, and the community.

Effective library management ensures that libraries remain vibrant and essential community resources, adapting to the evolving needs of their users and technological advancements in information access and delivery.

4. Information Technology: Discussing the use of technology in libraries, such as library management systems, digital archives, and online databases.

Information technology plays a significant role in modern libraries, revolutionizing the way they store, access, and provide information. Here are some key aspects of information technology in libraries:

- **Library Management Systems (LMS):** LMS software is used to manage various library operations, including cataloging, circulation, acquisitions, and user management. It helps librarians efficiently organize and provide access to resources.

- **Online Catalogs:** Digital catalogs allow users to search for library materials from their own devices. Users can check the availability of items, place holds, and renew loans online.

- **Library Manual:** It is a simple method for making known the policies and practices in a large library is essential for effective service. Staff manuals are generally of two types , the general manual and the departmental manual. It is best to prepare and publish the manuals in some simple, inexpensive manner wit provision for revisions.

- **Electronic Resources:** Libraries offer access to a wide range of electronic resources, including e-books, e-journals, databases, and multimedia content. Information technology enables the acquisition, organization, and remote access to these resources.

- **Digital Libraries:** Many libraries create digital collections of materials, making historical documents, photographs, and other resources available online. These digital libraries often include search and retrieval features.

- **RFID Technolog**y: Radio-frequency identification (RFID) is used for efficient inventory management and self-checkout in libraries. It helps streamline the circulation process.

- **Interlibrary Loan Services:** Technology facilitates interlibrary loans, allowing patrons to access materials from other libraries, often through digital delivery systems.

- **Online Databases:** Libraries subscribe to various online databases covering a wide range of subjects. These databases enable users to access academic and research materials remotely.

- **Library Websites and Portals:** Libraries maintain websites and online portals for patrons to access services, resources, and information about library programs and events.

- **Digital Preservation:** Libraries use technology to preserve and digitize fragile or aging materials, ensuring long-term access and conservation.

- **E-learning Support:** Many academic libraries provide technology and resources to support e-learning and remote education, particularly in recent times due to the COVID-19 pandemic.

- **Data Analytics:** Libraries may use data analytics to understand user behavior and preferences, which can inform collection development and service improvement.

- **Collaborative Tools:** Libraries may implement collaboration tools, such as group study room reservations, to enhance the user experience.

- **Security and Privacy:** Libraries use IT to maintain the security and privacy of patron data and online transactions.

Information technology has transformed libraries into dynamic, user-centric spaces, and it continues to evolve to meet the changing needs of library users in the digital age.

eISSN 2581-8996
ONLINE

THE INTERNATIONAL JOURNAL OF ADVANCED RESEARCH IN MULTIDISCIPLINARY SCIENCES (IJARMS)
A BI-ANNUAL, OPEN ACCESS, PEER REVIEWED (REFEREED) JOURNAL
Vol. 3, Issue 01, Jan 2020

5. Research Methods: Teaching research skills and methods for librarians to Research methods in library work involve various processes and techniques used by librarians and researchers to gather, organize, and analyze information. Here are some common research methods in library working:

Literature Review: Conducting a thorough review of existing literature, including books, journals, and databases, to gather relevant information on a specific topic.

Reference Services: Providing assistance to library patrons in locating and accessing information resources through reference interviews, catalog searches, and database queries.

Information Retrieval: Using search strategies and techniques to retrieve information from library catalogs, online databases, and other resources.

Cataloging and Classification: Organizing and categorizing library materials using systems like the Dewey Decimal Classification or Library of Congress Classification.

Bibliographic Research: Compiling bibliographies, indexes, and annotated lists of resources on a particular subject.

Surveys and User Studies: Conducting surveys and studies to understand the needs and preferences of library users.

Collection Development: Assessing the library's collection and making decisions about acquisitions and accessions based on user needs and budget constraints.

Interlibrary Loan: Facilitating the borrowing and lending of materials between libraries to provide users access to resources not available locally.

Preservation and Conservation: Ensuring the long-term preservation of library materials through proper storage, repair, and digitization.

Data Analysis: Analyzing library usage data to assess the popularity of resources, identify trends, and make informed decisions about collection development.

Ethnographic Studies: Observing and studying user behaviors and interactions within the library to improve services and facilities.

Information Literacy Instruction: Teaching library patrons how to effectively search for, evaluate, and use information resources.

Digital Libraries and Archives: Managing and curating digital collections, as well as digitizing and preserving historical materials.

These methods help libraries to meet the information needs of their users, maintain and improve their collections, and adapt to changing technologies and user preferences.

Conclusion:- These courses are often part of graduate programs in library science or information science and can lead to careers as librarians, archivists, or information specialists. Keep in mind that the specific courses and their content can vary by institution and program. Libraries must invest in their staff's digital skills, soft skills, diversity, equity, and inclusion

efforts, and their educational roles to remain vibrant and valuable contributors to the educational mission of their institutions.

Moreover, the modern academic library is more than just a repository of books and periodicals; it serves as a hub for collaboration, innovation, and learning. HRD programs need to emphasize the development of soft skills such as effective communication, teamwork, and customer service to ensure that library staff can provide a welcoming and supportive environment for students and faculty.

References:-

- Ramchander, Poonam and Singh, Mahavir (2008). Library Administration. New Delhi. Sanjay Prakashan

- Tomar, Nagendra Singh (2007). Training of Library. New Delhi. Mahaveer & Sons.

- Lahiri, Ramansu (1996). Management of Libraries : concepts and practices. New Delhi. Ess Ess publications.

- Dabas, K. C. (2008). Quality Management in Libraries. New Delhi. Ess Ess publications.

- Bavakutty, M, Veeran, M. C. K. and Salih, T. K. Muhammed (2002). Organization of Libraries and Information Centers in 21st Century.