

CHAPTER TWO

ASSESSMENT OF LIBRARY MANAGEMENT EFFECTIVENESS FOR SUSTAINABILITY

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ABSTRACT

The paper assessed the sustainability of effective library management. And it was identified that in order to maintain the sustainability of effective library management, libraries require constant transformation in order to exit in the first place. Library management is a sub-discipline of institution management that focuses on specific issues faced by libraries and library management professionals. Sustainability in library operations focuses on the effective management of limited or non-existence resources. The paper summarized that by explaining how the sustainability of effective library management enables library patrons to use library resources and spaces for their potential, which informs their ability to respond to diverse learning needs. One of the recommendations made was that proper and well-regulated status should be adopted regarding effective use and management of library services, which must be observed effectively in order to sustain and enhance efficient use of library services.

KEYWORDS: Library, Management, Effectiveness, Sustainability and Assessment

INTRODUCTION

Libraries and information centres are service organizations that require constant transformation in order to exit in today's changing world. Presently, library professionals are very keen on assessing the library, its components, processes, services, and performance at regular intervals to make sure that the library meets its objects and satisfies its users with the needed information. With a birds-eye view across year levels and levels and subjects, (Lupton & Salmon, 2012) explains how effective management of library resources enables library patrons to use library resources and spaces for their potential, which informs them to respond to diverse learning needs and the affordances of evolving technologies. The addition of Hughes, (2013) shows that access to reading materials through Liberians and wide reading are critical for literacy development, especially among students from low socio-economic backgrounds, as it gives an insight into increasing library budgets.

CONCEPT OF LIBRARY MANAGEMENT

With an increased focus on return on investment for learning objects, e.g. non-duplication of effort as well as the penetration of knowledge silos for the purpose of sharing and recombining content, we need to work together to advance the integration

of core support systems. According to Wikipedia (2017), library management is a sub-discipline of institution management that focuses on specific issues faced by libraries and library management professionals. The basic functions of library management include, but are not limited to, planning and negotiating the acquisition of materials, inter-library areas, primarily rural communities. Technology funding includes the E-rate program and the private gate library foundation. The E-rate program, which provides disconnected telecommunication rates to libraries and schools, has helped offset access costs for many libraries. Private grant makers usually avoid donating money for ongoing operating expenses.

MAINTENANCE OF BOOK RECORD

According to Moito (2017), to perform the maintenance and restoration of library materials, one needs to get a copy of the maintenance log book. It keeps track of general maintenance procedures. Our notebook helps you to remember the important details that you do not easily recall. Just as keeping track of all your car repairs and services will help you stay up to date on your car's needs to keep running smoothly for years to come, so is the maintenance of book records in the library. You will love your book records even with these features and benefits when properly maintained.

Versatile Use: It is used for recording daily maintenance or book issuance to the library patrons. It enables the user to document every record regarding the activities of lending, purchasing, etc. in the libraries with respect to date, when, and what they will be used for.

Useful and Convenient: You can't beat a book like this, especially when it has to do with large records of issuance or lending because of the reference date, use, and return date. It does not take time to log in to get notes or records of when and where maintenance took place. It may seem old-fashioned, yet it is the easiest and fastest way of bringing up histories regarding lending, issuance, and the overall activities of the library.

A Log Book Built to Last: The study cover is made of tough paperback with a strong, secure professional trade binding, so the paper will not fall out after a few months of use.

Well Crafted Interior: The use of only thick, white paper to avoid ink bleed through. The lines are printed bold and black for easy visibility when you are reading or writing.

Maintenance Procedures: In order to have a well-referenced book record, there is a need for libraries to keep a careful watch on the book records as they are seen as the pivot of the library. This maintenance process or procedure may be adopted.

- ❖ Proper cleaning and dusting of the record book daily
- ❖ Save appropriate files in the ICT peripherals for easy and comfortable referencing during "history abduction".
- ❖ Record book issuance/lending properly stating the date, time, reason for collection, date of returns appropriately to avoid information loss.
- ❖ Choose an array of cover designs for quality writing experience. Etc.

CONCEPT OF BOOK ISSUANCE

According to Houghton (2016), book issuance is the act of sending or giving out books and other intellectual properties to people. It is something issued in an edition of stamps, a magazine, etc. The library is a place with a huge collection of books for reference purposes. But the maintenance of keeping the records of issuing and borrowing is difficult if you use a normal book as registry. To make this task easier, the library book issue and return system will be very useful. It helps to maintain information regarding the issuing and borrowing of books by people in and around the world. Fedena (2016) library book issuance and return system. Features that can be included in the library's book issue and return systems are as follows:

- Book ID; This is a unique ID through which the book can be tracked
- Borrower: It is the person who will borrow the book from the library
- Issuer; The person who issue the book like the librarian
- Date of issuing; it is the date that will be recorded on which the book will be issued.
- Date of Return: The borrowed book will be returned on the date.
- Fine: Extra amount received for the late return of the book.

LIBRARY INTELLECTUAL FREEDOM OF RESPONSIBILITIES

Igwela (2019) revealed in her study that the library was well equipped with the current books and materials and E-journals in various fields, including resources which were reasons for using library resources to enhance thinking and intellectual ability, enhance academic performance, be motivated and decisive in order to contribute meaningfully to society, and to attest to the fact that library and information services could really promote intellectual freedom.

The International Federation of Library Associations and Institutions (IFLA) supports, defends, and promotes intellectual freedom as defined in the United Nations Universal Declaration of Human Rights. The body believes that the right to know and freedom of expression are two aspects of the same principle. The right to know is a requirement for freedom of thought and a condition for freedom of access to information. And on that notion, the governing body of IFLA asserts that a commitment to intellectual freedom is a core responsibility for the library and information profession. IFLA urges its members to actively promote the acceptance and realization of these principles. In doing so, IFLA affirms that:

- The library provides access to information, ideas, and the work of imagination. They serve as gateways to knowledge, thought and culture.
- Libraries provide essential support for lifelong learning, independent decision making and cultural development for both individuals and groups.
- Libraries contribute to the development and maintenance of intellectual freedom and help to safeguard basic democratic values and universal civic rights.

- The library has a responsibility both to guarantee and to facilitate access to the expression of knowledge and intellectual activity.
- The library should ensure that the selection of library materials and services is governed by professional consideration and not by political, moral, and religious views.
- The Library should acquire, organize and disseminate information freely and off any form of censorship.
- They should make materials, facilities, and services equally accessible to all users. There shall be no discrimination due to race, creed, gender, age or for any other reason.
- The library should have the right to personal privacy and anonymity.

FUNDRAISING RESPONSIBLE FOR LIBRARY

State funding commonly addresses specific efforts such as long-range planning, resource sharing, and state-wide cooperative information systems. Another is federal funds; in 1956, Congress passed the Library Service Act, providing funds for the provision of library service to underserved areas, primarily rural communities. Technology funding includes the E-rate program and the private Gates library foundation's E-rate program, which provides discounted. Telecommunication rates to libraries and schools have helped offset access costs for many libraries. Another measure is private fund raising and grants to manship. Private grant makers usually avoid donating money for ongoing operating expenses. Eric (2013), suggests twelve steps for successfully acquiring funds form private source:

1. State the need for funding from the community's perspective
2. Investigate the community current fundraising climate.
3. Establish a fundraising advisory committee
4. Develop a comprehensive community-based strategy based on diverse fundraising methods.
5. Arrange for all the money to go into a tax-deductible fund.
6. Frame the request in a project format, matching outcomes with the potentials donor's priorities.
7. Research foundation to determine which aligns with the project's mission.
8. Research the giving patterns of local corporations
9. Ask individuals for donations and pledges, personally and via mailings.
10. Organize special events and generate press release.
11. Collaborate with other organizations
12. Keep in touch with donors, including those who declined the request.

STRATEGIES ON HOW TO KEEP TRACK OF CHECKED OUT LIBRARY BOOKS

Most library patrons love the library and library materials, but they hate library fines. For library books that were checked out to be returned, there is a need to come up with a system of keeping better track of your library books and avoiding library fines. Emily (2014) suggested that one of the strategies for keeping track of checked out books is through the use of IOS-friendly apps and automated library systems, e.g.

- a) **Libib:** it helps to organize books, movies, music, etc via tags. The built-in annotation features allow you to make notes about borrowing.
- b) **iBookshelf:** It was built for borrowing status. It lends itself well to tracking the current location of barcode scanning features for easy use.
- c) **Libri:** Libri is a basic catalog app which allows you to input simple information about each item (author, title, publisher, year, ISBN, simple annotation).
- d) **My library:** My library is similar to iBookshelf in that you can input information via barcode scanny or ISBN and it allows you to browse all kinds of media, not just books. It also has built-in features for tracking borrowing and loans, allows you to rate items, and streamlines backup options.
- e) **Book crawler:** it allows input via ISBN or barcode scanning and automatically generates associated information. It also shows that they were built or designed to be exported to Droplex for easy backup.
- f) **Home library:** it does not only allow you to catalog and track loan status for each item in the library, but also allows one to send "polite reminders to friends who have not returned books". It accommodates "wish lists," which help to track the books that are checked out from the library.
- g) **Icollect Books pro:** Its features cover the art of bibliographic information (via Google spidery/genry, sorting, tracking loans and borrowing, wish lists, and pre-order cataloging).

The other method is the normal book keeping (for reference) method. Schapter, (2010) explains that the average book loss has gone up from 20% to 30% every year. And to solve this issue, "the book retriever" not only helps to manage a growing library, but it also helps to manage a growing library, but it also helps to find the just right book that has been checked out. There is a need to assign "location" by genre so as to match the library's patron interest and for easy book and row/column assessment by the Librarian. Book retriever features check-out is the largest log to see that books that were issued out are tracked and checked back in to the library.

ADOPTION OF LIBRARY MANAGEMENT SYSTEM

According to Adebayo (2018), adoption of an integrated library management system (ILMS) is becoming popular. The library has been moving from one system to another, and in the process, losing a large chunk of library records. This situation poses a serious threat not only to ILMS adoption but also to its use. When a proper and well-

regulated status is adopted regarding technological, library, and library funding patterns, then the adoption will help to enhance the effective and efficient use of library patrons. The library management system will deal with the entire set of requirements needed for managing libraries. It will deal with the process of maintaining data about the books and many other things, as well as transactions that take place in the library with respect to the issue and return of the books. A library automation management system, or automated library system, or automated library system, is software that has been developed to handle the basic functions of a library. It is a well-organized software solution for a library. It helps to provide information on any book present in the library to the user, whose book is issued, returned, and added to the library.

BENEFITS OF AN AUTOMATION LIBRARY SYSTEM

- ✓ To the library staff
 - To the library staff
 - Speed up book check in/check out.
 - Frees staff to better service patrons.
 - Inventing management can be done using a hundred readers without closing the library.
 - Library staff are alerted immediately when an imbonowed item passes through the detection gates.
 - Identify and sort books in accordance with their branch and category numbers, as well as shelf locations.
- ✓ To the library patrons
 - Patrons will spend less time waiting in check-out lines by using the self-check in/check out system.
 - Patrons will find what they are looking for quickly and easily.
 - Remedies for due dates allow patrons to summit borrowed materials on time.
 - The use of book drops and return chutes for returning library books and materials allows for flexible timing.
 - RFID enables patron cards and allows for easy patron identification.

OVERALL ADVANTAGES/USAGE

Every book is pasted with an RFID tag that is mapped to a book's ID in its attribute database. It helps in easy identification of books in quick inventory management. The library management system will be required to maintain information about its users and books. It will store databases for students, teachers, and books. It shall store database information about a book's title, author, publisher, cost member,

year of publishing, and pages. And the library patron's database stores information about a library patron's roll number, name, address, etc.

THE CONCEPT OF SUSTAINABILITY IN LIBRARY OPERATIONS

The UN has made sustainability a priority by defining sustainable development (World Commission on Environment and Development, 1987) (UNESCO, 2005) and declaring the period from 2005 to 2014 to be the decade of sustainable development. The American Library editorial staff (2011) declared how sustainability focuses on effective management of limited or nonexistent resources. Edwards (2011) and Hardesty (2011) with Miller (2010) added that, although sustainability seems to be emerging, the concept holds that limited environmental resources cannot be sustained if people do not have the means or opportunity to sustain themselves. Tasks involved in the UN Decade for sustainable development include enabling people to learn about various aspects, including the aspect of libraries and library materials, and this makes them realize their own vision for society and have the capacity to engage in future-oriented thinking (Rasure, 2012). Those tasks are similar to how LIS educators become life-long learners, support other life-long learners, and remain aware of how library output needs to remain responsive to parent organization and broader societal change. Additionally, the LIS curriculum prepares students on how to encounter information and how library customers can learn not only through library content and programs but also through exposure to library systems (Edward, 2011).

THE CONCEPT OF LIBRARY MANAGEMENT FUNCTIONS

They include planning, negotiating the acquisition of materials, inter library loan (ILL) requests, stacks, maintenance, fee collection oversight, event planning, fundraising, and human resources.

A. Planning and Negotiating the Acquisition of Materials

Library system, have been worried about the falling-out of the development of Sirsi, Dynix, and Lix-Libris as a result of some of the emergence of systems and some changes over the last few years. And this has led to some of the systems being withdrawn. The new issue with library management systems (LMS) comes on top of complaints libraries have had for the past few years, such as poor support, limited flexibility, lack of interest in new development, as well as high cost of initial implementation, annual license and support charges with open source software (OSS) and D space and E prints for institutional repositioning. Many librarians are beginning to watch out for OSS solutions when replacing their current LMS. According to Ajala & Ayankola (2017), selecting your new system is the most important part of the planning process for revitalizing your (LMS). Lack of choice and cost of licensing a proprietary library to look at the OSS option. But with proper planning, libraries should select potential OSS with the following criteria:

- ✓ That the source code is provided
- ✓ That the application is released under a recognized OSS license
- ✓ That the development process is public
- ✓ That the system has a traffic record of adoption in libraries.

B. Fundraising

Fundraising is the process of seeking and gathering voluntary financial contributions by engaging individuals, businesses, charitable foundations, or government agencies. It is also the identification and solicitation of investors or other sources of capital for profitable enterprises. Traditionally, fundraising has consisted mostly of asking for donations through face-to-face fundraising such as door knocking. In recent years, though, new forms such as online fundraising or reformed versions of grassroots fundraising have emerged, which are:

- Fundraising events
- Donor relationships and cultivation
- Capital and comprehensive campaigns
- Acceptable fundraising
- Professional fundraisers

C. Human Resources

Radhakrishna and Raju, (2015) see human resources as a set of people who make up the workforce of an organization, whether it be a business sector, industry, or economy. A new concept is human capital, or the knowledge and skills an individual commands. Similar terms are manpower, labor, personnel, associates, or simply people. According to MCGaughtry (2018), the human resource department (HR development) of the library performs human management, overseeing various aspects of employment such as compliance with labor law and employment files with acquired documents for future reference, and some aspects of recruitment and employee off boarding. They serve as the link between the organization's management and its employees.

D. Inter Library Loan (ILL)

Inter library loan (ILL) is a service whereby you can borrow books and DVDS, and others are journal articles, audio recordings, maps, sheet music, and microforms of all kinds; and/or receive photocopies of documents that are owned by another library. David, (2017) writes that the user makes a request to their home library, which, acting as an intermediary, identifies libraries with the desired item, makes it available to the user, and arranges for its return. The lending library usually sets a due date and overdue fees for the materials borrowed.

SUMMARY

The paper summarized that, for the sustainability of effective library service, libraries require constant transformation in order to exit the first changing world. Library management is a sub-discipline of institution management that focuses on specific issues faced by libraries and library management professionals. The paper explains how effective management of library resources enables library patrons to use library resources and spaces for their potential, which helps them to respond to diverse learning needs and the affordance of evolving technologies. Sustainability in library operations focuses on the effective management of limited or non-existence resources.

The library management is required to maintain information about its users and books. It stores databases for students and teachers. Libraries should be well equipped with current books and materials and E-journals in various fields, including resources to enhance the effectiveness and sustainability of library services, enhance academic performance, be motivated and decisive in order to contribute meaningfully to society, and validate that library services can promote intellectual effectiveness.

RECOMMENDATIONS

1. Proper and well-regulated status should be adopted regarding the effective use and management of library services, which must be observed effectively in order to sustain and enhance efficient use of library services.
2. Libraries must be assessed at all times and be well equipped with current books, materials, and e-journals in various fields, including resources to improve academic performance and sustain library service.

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