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ORIGINAL ARTICLE

Management Information Systems In Library

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Abstract:

Management Information system are tools designed to improve management decision. A charging user population technology enhancement transformation of scholarly communication systems. Digital libraries, new approaches to management MIS have emerged as a solution to this capacity expansion requirement of Academic Library.

KEY WORDS:

Management Information Systems In Library.

INTRODUCTION

Libraries are the carriers of civilization without books history is silent literature domb, science crippled thought and speculation at a stands till without libraries the development of civilization wood have been impossible they are the engines of change.

MIS is a new concept only its computerization and its new role as a binding force to very nook and corner of the organisation is of recent origin. Some information techniques did exist to provide information that allowed planning and control functions. The computer has added new dimensions speed accuracy, ability to handle large volumes etc. and hence give managers the feasibility to consider many alternatives before a decision.

MIS also suffered from over selling by D. P. sons this led to a degree of suspicion of the unknown distorting its use fullness. The accent being more on the machine and not on what it could do for management. It led to the well known consultants. MIS is made up of three elements management information and system we will need to define each of the component parts to really understand MIS.

Management :-

This is too vast a subject tobe undertaken as a precise but, for this chapter it comprises the process activities that describe what managers do in the operation of their organisation. Plan organise control decisions in all these is a fundamental necessity and out MIS has a major role to play.

INFORMATION :-

As we have seen earlier information and data are not synonymous a fact that is highly relevant in our discussions.

SYSTEMS :-

Simply put again it is a set of elements put together for a common objective. All systems are part of a larger system concept of MIS is therefore. One of the optimising the output of the organisation by

connecting the operating sub-systems through the medium of information exchange.

What king of information is required for Academic library

1) No. of books available in library.
2) No. of books on a specific & subject.
3)No. of users from a specific category.
4)Percentage wise breakup for issue books members, budget etc.

All these information is available in library and required frequently. This all information is required for either of one activity mentioned above. A systematic approach for compiling and maintaining this information is nothing but maintaining MIS in library.

A) Planning and implementing MIS in libraries :-
Academic libraries could be :-
- Uy student
- Py student
- Research student
- Lecturer
- Ass. Professor/ professor
- Reader
- Principle/ Director
- Non-teaching staff

B) Identify subject class No's and it's range
I) Issue statistics (Appendix B)
Issue / Renewal / Overnight
II) Stock statistics (Appendix C)
Lending, References, Rare collection etc.
C)Decide policy for cumulating this statistics (weekly/ Monthly/ Quarterly/ yearly)
D)Start Logging the statistics.
Sample Answers from MIS
Stock - How many books/ documents we have in stock ?
- Subject-wise percentage of documents in stock :
- Figures of lending and reference collection and its percentage in stock
- expenditure analysis - amount spent/ No. of books purchased.
- Growth rate of library.

Issue :-
Daily / Weekly / Monthly / Quarterly issue figures
Percentage of issue against stock.
Use/ user studies
Subject-wise issue
Max./ Min. used books/ members
Ideal issue period
additional requirement of books in lending/ referred section.
Members
Category wise percentage of users
Male/ Female membership ratio
Regular users of library

Advantage of MIS :-
Thee are various advantages of maintaining statistics of various activities in library and answering / creating reports for management.

Few of the advantages of MIS
- Qualification of work.
- Justifying the existence and worth of library
- Unique to develop MIS in organisation and earns goodwill.

- scientific justification for additional staff equipments/ space etc. resources.
- Better management control.
- Accuracy in planning for budget control and time management.

CONCLUSION :-

It is now and established fact that MIS in library and information sciences through automation has become inevitable. The environments in which libraries operate are under the constant pressure of change libraries have to create environments the enable successful assessment and the implementation of results based on these assessments considering the above requirements the present study attempted to make the library operations measurable, improvable and this effective.

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