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### USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN SONUBHAU BASWANT COLLEGE LIBRARY: A CASE STUDY

Mr. Shahaji S. Waghmode

Librarian, Sonubhau Baswant College of Arts & Commerce,  
Shahapur, Dist. Thane (MS)(Affiliated to University of Mumbai)

#### ABSTRACT

**T**he present study evaluated of use of Information and Communication Technology (ICT) in daily routine work of S. B. College Library, Shahapur. Library's all sections are fully automated i.e. Acquisition, Cataloguing, Circulation, Serial Control, OPAC, WEB OPAC, Barcoding, Antivirus software,



Fire distinguisher, Library website, Library blog, SMS alerts, etc. Benefits of the use of ICT maximum library works are now paperless. The library can generate various reports on a single click.

**KEYWORDS** :SOUL Software, Library, Library works, Library Automation, Blog, SMS Alerts.

#### 1. INTRODUCTION :

Present an era is of information communication and Technology (ICT). ICT has entered in all subject disciplines, workstations, industries, education and service sectors in the world. The majority of libraries are important service sector in the world as they are information centers. Without library we cannot imagine education or no academic development. Our libraries provide its services from the ancient period in the world. Previously acquisition of reading materials, collection, processing and retrieving service was done through traditionally or manually. In an ICT era, without using ICT nobody can work in various sectors. From the last, three to four decades' libraries are being revolutionized and upgraded in the ICT era. Now, the survival of a library is synonymous with the use of ICT.

## 2. ABOUT COLLEGE

The Sonubhau Baswant College of Arts & Commerce is founded by a private trust called as Dnyanvardhini Trust in August 1984. It caters to the educational needs of tribal and backward communities of Shahapur taluka of Thane district in Maharashtra. The college is affiliated to the University of Mumbai. Presently 1800+ students pursuing various courses in the college. Most of them are from the tribal, scheduled caste and other backward communities. The majority of students are female students. The college now offers 6 academic programmes: Five at the undergraduate level (UG)- B.A., B.com., B.Sc.I.T., and B. Com with Banking and Insurance, B. Com with Accountancy and Finance, one at the post graduate level (PG)- M.A. in Marathi, Hindi, English, History, and Economics. Besides, the college is also managed the Study Centre of Yashwantrao Chavan Maharashtra Open University (Y.C.M.O.U.), Nasik to impart informal and continuous education since 1999. (SBC, 2016)

## 3. ABOUT LIBRARY

College library came into existence with college. Now the library has 44000 Books that include Mumbai University Book Bank Scheme, Donated Books, Hindustani Prachar Sabha Books, etc. The library subscribes to 80 print periodicals and N-LIST E-Journals and E-Books Database from the INFLIBNET. Library provides the following services to the users: Book lending, reprographic service, CAS, Reference service, Internet facility, OPAC, WEB OPAC of library, etc. (SBCL, 2016)

## 4. OBJECTIVES OF THE STUDY

**The present study aims at:**

- To know the library management software are use
- To know the area of is being automated
- To know the use of ICT in services and facilities
- To know the future plans of the library using ICT.

## 5. REVIEW OF LITERATURE

For the purpose of the present study, the literature relevant to the particular field of topics was reviewed. The review aims at the researched works on the present topic. Maureen Pastine and Carolyn Kacena (Pastine & Kacena, 1994) talk about the Library automation budgetary provision and policy. Saeed U. Jan and Rafia A. Sheikh (Jan & Sheikh, 2011) strongly recommended that library should reserve 20-30% budget for the use and upgradation of ICT infrastructure every year in the library. B. N. Dhakne, S. S. Waghmode and V. V. Giri (Dhakne, Waghmode, & Giri, 2010) also bring out the need and importance of the library automation in the library in their respective research article. Shampa Paul and Shashi P. Singh (Paul & Singh, 2013) explain the use of ICT in various areas of the library.

## 6. USE OF ICT

S. B. College Library uses ICT in maximum operations of the library i.e. library automation software, library OPAC, WEB OPAC, the Internet, etc.

### a. Library Automation

Library uses SOUL Software (Software for University Libraries). It is a state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. The latest version of the software i.e. SOUL 2.0 was released in January 2009. The database for a new version of SOUL is designed for latest versions of MS-

SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant with international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based on protocols for electronic surveillance and control. (Arora, 2016)

#### **b. Acquisition Section**

Acquisition module is automated with the help of SOUL software. All acquisition works are done using the software. Book requisition, approval, orders, and received requested materials, accessioning of books and payment process, report generating, etc. all these processes are done through acquisition module of software. (Waghmode, 2012)

#### **c. Cataloguing Section**

Cataloguing section is also automated using the software. Data entry, data editing, accession register printing or soft copy, report generation related to the books, etc. all these types of work done by the SOUL software day to day work.

#### **d. Circulation Section**

All circulation process is doing with the help of SOUL software. This includes membership data creation, photo capturing, signature capturing process, home lending issue, reading room issue, regular users issue and return and also serves to other than college students.

#### **e. Serial Control Section**

Library staff creates serial control database with the help of SOUL software, which includes Serial requisition, approval, order, receiving, payments, schedule generation, preparation of dataset for the journal binding. (Waghmode, 2015)

#### **f. OPAC**

OPAC means Online Public Access Catalogue. It is a modern cataloguing system that contains Digital Catalogue cards. Previously cards were prepared for every book in the library. Now all book catalogue cards are prepared by Software in AACR II standard through software. OPAC runs through intranet networking system. The user can find the desired books in the library using a computer in the library and after their search, they place demand for a particular book to the staff. Users know the status of the books if it is available or issued or damaged or lost, and what not. (Waghmode, 2014)

#### **g. WEB OPAC**

WEB OPAC includes Web Based Online Public Access Catalogue. Works through the internet and can be searched anywhere, anytime. Library WEB OPAC is available online. The library provides WEB OPAC services to the students using SOUL software and internet. It is very useful to the users for finding necessary books available in the library.

#### **h. Bar Coding**

Library also uses barcode technology for books. The accession of the new book is in the is done using bar code system that has accession number. It is pasted on the cover page and title page. Library also uses bar code system on user's identity card. It facilitates the circulation and other library related works.

#### **i. Internet Facility**

Library provides internet facility to the in-house user in free of cost for their academic use.

#### **j. Reprographic service**

Library also provides reprographic services charging a minimum per page.

#### **k. Document Scanner**

The library has a flatbed scanner for the scanning of papers related to library work. It also scans user's photographs for the creation of membership database.

**l. Barcode scanners**

Library uses barcode laser handy scanner for the scanning of barcodes of books, user's identity cards, ISBN numbers on the books, etc.

**m. Library Security**

Library uses LAN based server based computer technology. So, all PCs are well protected by antivirus software and are also under observation of CCTV cameras. The library has the fire extinguishers system for the disaster management.

**n. Library Website**

The library has its own web subdomain for library services, facilities, collections to make to the users known. Library website is: <http://library.sbcshahapur.ac.in/>

**o. Library Blog**

Library also maintains social networking i.e. blogs for the purpose of monitoring library activities. Blog is: <http://sbclshahapur.blogspot.in/>

**p. SMS Alerts Service**

Library provides SMS alerts service to the readers of the college library during book issue, book return, reminders, communications, etc. For this service, the library purchased SMS pack with API link and configured to the library SOUL Software via Internet static IP.

**7. CONCLUSION**

Thus, present era is an age of Information Communication and Technology (ICT). ICT has become indispensable to each subject discipline, workstations, industries, education and service sectors in the world. Being information centers, libraries are important service sector in the world. S. B. College library uses information and communication technology in daily routine library work. Library's all sections are fully automated i.e. Acquisition, Cataloguing, Circulation, Serial Control, OPAC, WEB OPAC, Barcoding, Antivirus software, Fire extinguisher, Library website, Library blog, SMS alerts, etc. Benefits of the use of ICT maximum library works are now paperless.

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**Mr. Shahaji S. Waghmode**

**Librarian, Sonubhau Baswant College of Arts & Commerce,  
Shahapur, Dist. Thane (MS)(Affiliated to University of Mumbai)**

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