

# Human Resource Management in Digital Library

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## ABSTRACT

*This paper explores the human resources and development implications in digital library. Technological changes in libraries which is a result of proliferation of electronic resources. Training of staff at all levels in information technology is key to manage change and assure better quality service in the libraries. It also deals with human resource development and its different area related with the digital libraries.*

**Key words:** Six sigma, satisfaction, user, quality.

## Introduction

The influence of Information and Communication Technology into the libraries has caused tremendous impact on the library professionals and the services provided by them. As a result of Information and Communication Technology several new ideas come into being in the library and information services. For example: Automated libraries, hybrid libraries, digital/electronic libraries. Each and every organization should have to initiate some strategies like orientation, training and development, motivation, promotion, awards and reward etc. for the equipment of library personnel, so that the library can achieve its objectives.

## Digital Library

Digital library is a relatively new concept. The term digital library explains the nature of its collection. There are many definitions available in literature.

The Stanford Digital Library project states that "Integrated digital library will create a shared environment linking everything personal information collection to collection of conventional libraries to large data collection shared by scientist".

A digital library is understood to have the information stored predominantly in electronic or digital medium. The digital information collections may include digital books, scanned images, graphics, textual and numeric data, and digitized films, audio and video clips etc. a digital library is expected to provide access to the digital information collections.

**Characteristics of Digital Library** - Digital library have the following characteristics.

**Collectio** - The collection of digital library is fixed permanent document.

**Technology** - Digital libraries are based on digital technology. The underlying assumption is that the digital libraries will contain only digital material. It is likely that both digital and non-digital material will co-exist.

**Work** - Digital libraries are to be used by individual working alone.

**Transbordering of Information** - Breaking the physical boundaries of data transfer within and outside the countries for which support for communication an important as information seeking activities

## Objectives of Digital Library

- To develop information system providing access to coherent collection of documents.
- To manage large amount of digital content.
- To make document available quickly and easily and anywhere.
- To reduce the physical storage of information.

## Advantages of Digital Library

- Improved Access.
- Wider Access.
- Improved Information Sharing.



- Improved Preservation.

### **Disadvantages of Digital Library**

**Information Accuracy** - Most of the digitizing projects employ Optical Characters Recognition technology which is only Ninety five percent accurate. About five percent errors remain.

**Compatibility** - The use of digital collections will pose compatibility problems. It violates copyright act.

### **Concept of Human Resource Management**

Human Resource is a collective term for all the people employed by an organization, agency or institution. also the administrative department responsible for matters pertaining to employment. Large independent libraries and library systems have their own human resource office.

Human resource is a process is a process of raising production potentialities of manpower resources in terms of knowledge skills and capabilities through appropriate mechanism such as education and training, counselling, career planning, performance or self appraisals, awards etc. among all these, education and training play a vital role in strengthening both academic as well as professional capabilities of human resources to meet the goals of an organization. In case of library and information profession to develop appropriate human resources to work in different types of libraries in different environment as well. Therefore, library and information science education is the strong motivator behind not only to improve professional knowledge and understanding different concepts but also to improve skill the abilities, capabilities and competencies in a complex working environment.

### **What is Human Resource Management?**

Human Resource Management is that, it is a function performed in organizations that facilitate the most effective use of employee to achieve organizational goals.

#### **Definitions of Human Resource Management**

"HRM is a distinctive approach to employment management which seeks to achieve competitive advantage through the strategic deployment of a highly committed and capable workforce, using an array of cultural, structural and personnel techniques." Storey (1995: 5).

"HRM is a strategic approach to managing employment relations which emphasizes that leveraging people's capabilities are critical to achieving competitive advantage, this being achieved through a distinctive set of integrated employment policies, programmes and practices." Bratton and Gold (2007: 7).

Although there is no consensus on the definition or the characteristics of HRM it can be seen from the above definitions that HRM is a combination of people-oriented management practices that views employees as assets, not costs; and its main aim is to create and maintain a skilful and committed workforce to gain competitive advantage.

### **Functions of Human Resource Management**

In any organization following functions are performed by human resource management.

- **Job Analysis** - Job analysis finds out what is to be done and determines the best method of doing it.
- **Job Description** - Job analysis leads to job description. It includes condition of work, principal duties and responsibilities involved are outlined.
- **Job Evaluation** - Job Evaluation means job rating
- **Recruitment and Selection**

The recruitment of library staff is to be planned properly. The main aim of recruitment should be secure best candidates for performing specific jobs in a library. Human Resource Management theories focus on methods of recruitment and selection and highlight the advantages of interviews, general assessment and psychometric testing as employee selection processes. The recruitment process could be internal or external or could also be online and involves the stages of recruitment policies, advertising, job description, job



application process, interviews, assessment, decision making, legislation selection and training.

**Test** - Before appointment, it is essential to put the candidate to certain tests to ascertain his aptitude and capabilities.

**Placement** - Tests are helpful in assigning a proper job to a person.

**Induction** - Induction means introducing a new worker to his job.

**Training** - A prospective employee must be properly trained for particular job/jobs

**Motivation** - Motivation plays an important role in creating an environment conducive to desired performance.

### **Human Resource Management in Library and Information Centers**

According to the fifth law of library science 'Library is a Growing Organism' particularly with reference to collection and services and sophistication in terms of computerization and networking. It is very important to give full attention to personnel development. Some of the aspects, among others that might help libraries to contribute substantially their share in supporting efforts towards socio economic activities, it include:

- Personnel planning
- Orientation , induction to objectives, targets and activities
- Productivity and user satisfactions
- Quality of services
- Acquire new skills and knowledge
- Task analysis for proper development of personnel
- Performance review and appraisal
- Motivational aspects
- Developmental supervision
- Counseling and monitoring

### **Conclusion**

From the above it is clear that Human Resource component is an indispensable part of digital library services. To sum up, the human resource development policy for the 21<sup>st</sup> century should be bold in conception, encourage risk taking, have a big tolerance for failure and false starts.

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