

# TECHNICAL MANAGEMENT OF E-BOOKS IN LIBRARIES

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*Abstract:* In this modern era of digital technology, e-books are occupying a prominent role in libraries. Managing this new media of information should be very important; otherwise the Ranganathan's first three laws never will be satisfied. In this article acquisition and cataloguing of e-books are described, so that these two library operations are very essential for the proper use of e-books. Selection of e-book supplier, description of various access points are the important one in managing e-book resources.

*Index Terms* - E-books, Acquisition, Cataloguing, Digital Rights Management, Resource Discovery.

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## I. INTRODUCTION

A book is a medium for disseminating information. The medium may be paper, clay, stone, birch, bark palm leaf, metal sheets etc. E book is an equivalent with a change of medium. E book is a digital medium. The paper is replaced by light screen and the ink is replaced by digital inscription. E books are the future of printed books and these printed books are the future of manuscripts. The idea of an e-book was developed by Vannevar Bush in 1945 through an article "As we may think". The word electronic book was coined by Andries Van Dam in 1980. He developed the Hypertext Editing System for reading text matters on computer screen. Alan Kay developed "Dynabook" similar to to lap top. The earlier e-books were reference books like dictionaries and thesaurus. The first available e-book was Random House's Electronic Thesaurus in 1981. In 1990s the first generation e-book reader devices came into existence. In 1999 NetLibrary was launched 2000 books available to libraries. E-book Library (EBL) and MyiLibrary were established in 2004. The first digitization of books process was began in 2004 as print library project called Google Books Library Project to make available the digitized collections of New York Public Library and the universities of Michigan, Harvard, Oxford and Stanford through Google Books. During this time, publishers themselves also began e-book initiatives.

Library Professionals have a long history of providing assistance, training and support to their users. The digital environment has led to dramatic changes in the creation, storage, access and delivery of information. The work load of professionals in library is increasing, varied as it expands to keep up with the ever flow of newly generated information. Library professionals have had to learn new technical knowledge and skills in order to meet ever expanding and widening user needs for new information services using latest communication technologies and electronic resources.

In recent days, the growth of electronic resources has meant that this support has become more valuable, and limited awareness of how to search effectively. Today libraries are providing electronic access to various information resources.

In this modern era of information new technologies, such as e-books are dramatically increasing the accessibility of information and library professionals are accepting to the evolving needs of users that emerge from the adoption of these new technologies. Most of the e-resources come equipped with powerful search and retrieval tools that allow users to satisfy their increasing demands.

As e-books become increasingly popular in today's library, librarians are searching new challenges in finding the best ways to acquire catalogue access and read information. Today's academic research, library professionals need to know not only which e-books users read, but why and how they read them.

In this article acquisition and cataloguing of e-books are discussed.

## II. E BOOKS

There are two main types of E-books.

1. Those which are born digital i.e., materials which may have originated from a digital source and
2. Those which have been digitized, i.e., that is the process of creating digital files by scanning or converting analogue materials.

There are two main components to e-books. The hardware-devices called readers (desktop, laptop etc.) and the software- the software program that displays books on screens.

Some of the most popular readers are the Sony Reader, iPad, HTC Flyer, Galaxy Tab, Motorola Xoom and the Kindle.

Organising e-resources is one of the important and crucial works to provide services to the users of the library. E-books have influenced on reading behavior, purchasing behaviour, information use behavior and acquisition of e-books.

When a user wants to access the e-book, the following steps are including :

- Logging on to the e-book server
- Searching for and selecting a title
- Accessing the e-book content
- Navigation within the e-book.

### III. ACQUISITION OF E-BOOKS

For those librarians charged with the responsibility of managing e-book collections, a range of issues are arised, only some of which are unique to the e-book format.

The major factors that drive the need for e-books include users in remote areas, who require 24\*7 access, demand for multiple simultaneous access to use texts and where they are available.

The major three categories of users are:

1. Active users of library: People who may wish to come to the library and use e-books.
2. Remote users: People who primarily need access to content from home or work.

Mobile users: People who want to be able to read while travelling.

#### A. Selection Policy

The factors that decides whether to purchase the electronic version of texts are

- Audience: who will be using the text is an important aspect for the selection of e-books.
- Demand: Is the text likely to be used large numbers of learners

#### B. Norms of e-book Subscription

- a. Customer support
- b. Concurrent usage
- c. Cost effectiveness
- d. Resource discovery

#### C. Elements to be considered in e-book Subscription

- Content: Library professionals should enquire the authenticity and integrity of content. It should also be checked that e-book content should match the print version and include all its elements such as text, graphs and illustrations.
- Software and hardware standards and protocols

*Software:* to serve varied users and to build a strong scholarly collection for long term access, e-books must be provided in a standards based format that incorporates

*Hardware:* For reading and exploring e-books hardware is an essential one in e-books. E-books are functioning on a variety of platforms and there are many kinds of e-book readers are available. Portability and network independence are the major attraction for e-books. For that, the hardware should be provide technical support for multiple online and portable reading devices.

- ❖ Digital Rights Management: This term denotes the rights of description, identification, trading, protection, monitoring and tracking of all forms of usage relating to digital materials. DRM software really wrap the e-book content in a way that services such as printing, downloading and re-using the content on different devices are restricted. DRMS also control over intellectual property such as limit by user, time, content etc.
- ❖ Access: User awareness and the ability to accommodate multiple users are one of the factor include in Access. Another factor is that libraries must be able to incorporate e-book titles in catalogues and integrated library systems in standardized forms of bibliographic information and in metadata such as MARC records. Standardized identifiers and metadata should be integrated into integrated library systems.
- ❖ Archiving: keeping the research information for a long term is very important. In e-book collection, the criteria for elimination of older editions is easier than print. For long term information is essential, perpetual access will be vital.
- ❖ Privacy: In e-books individual accounts such as “My Library” feature is very important in order to avoid the unnecessary sharing of information.
- ❖ Pricing: E-book vendors may offer, variety of pricing norms. Librarians should select the options within the budget allocation and needs of e-book users.
- ❖ Added features : The added feature over print version in e-books are multimedia information, full text searching, mark-up citation formatting, reference linking, convenience portability, interoperability and sharing of information.

#### D. Main issues to Address

1. Resource Discovery: Different platform and different interface of e-books may cause unfamiliarity to the e-book users. By this the user may no access their area of interest.
2. Coverage in different subject areas: Informing users about the coverage in their area of interest is an important issue.
3. Navigation between the pages: Differences between the interfaces of various e-book packages may hinder the users. Once the book is easily displayed, the discomfort of reading from the screen means that the next step for users is often to seek a way of reading it offline.
- 4.

#### IV. FACTORS IN CHOOSING E-BOOK SUPPLIERS

- ❖ **Suppliers:** There are many different suppliers of e-books to libraries. Coutts (MyiLibrary), Dawsons (Dawsonera) and Swets. EBSCO publishing is an aggregator, which recently acquired the NetLibrary e-book platform. There are also specialist e-book aggregators such as Bloomsbury, EBL (E Book Library), e brary and Over Drive. In addition, there are suppliers that focus on providing e-books to the consumer market. Publishers may supply e-books directly to libraries, vendors supply e-books on behalf of publishers and where as aggregators supply e-books from a range of different publishers.
- ❖ **The content and features that the suppliers can provide :** when the library selects the range of suppliers selected, the next step is to evaluate the content that each supplier can provide. The issues relating to the content are not all books are available in e-formats, some e-books published may be limited to retail sales and when an e-book is available to libraries it may not be available from all suppliers.

- ❖ **Method of accessing the content of e-books:**

Is there any option only for the e-books titles?

Does the e-book database show whether the e-format is available when a print title is searched for The easiness to find e-books when searching the database.

The alert service for the new additions and also for those e-books that have been purchased easily

- ❖ **Different types of business models:** E-book publishers may offer packages of e-books by subject, publication date, author wise etc. through packages, the cost per title is less than those for individual purchase and also save the time of selection.

- ❖ **Quality of service of e-book suppliers**

The library should thoroughly check the salient features of suppliers to the readers such as:

- Is there are good range of search options?
- Whether the searching results are clearly presented?
- Are the books are easy to read?
- Is the file format of e-books are suitable?
- Whether the users can copy or print selections from the e-book?
- Does the e-book interface offers, features such as the permission to add notes, reviews or book marks etc.

#### V. CATALOGUING OF E-BOOKS

Cataloguing is one of the effective and achievable ways of greater use of any library resource. Through library web site a browse able list e-book titles may be indexed.

Through multiple access points e-books should be catalogued with rich and accurate metadata. The steps involved in cataloguing e-books are similar to those for prints books such as adding records for new titles, updating them to required standards and also deleting records for titles withdrawn from collections. But the time taken and work load for the e-books cataloguing are more than printed books.

When cataloguing e-books, library professionals should offer the best search experience with each book catalogued with rich, accurate metadata and it can search by multiple access points. The costs involved in the e-book cataloguing including direct costs such as payment for importing records and the indirect cost of staff time spent creating, editing and updating records.

The quality of cataloguing e-books should be considered in terms of the level of detail in each record and the accuracy of the data. E-book records should include an appropriate level of detail and should be clarified to ensure that they are completely accurate.

A collection of research monographs may require more detailed records such as subject headings, key words, whereas for a fiction it may be enough to provide author, title, publication details etc.

Many of the e-book vendors may provide MARC records either included in the purchase price of the book or for an additional charge. Otherwise a basic record may be provided for free with a higher quality record available for an additional fee.

For in house creation of MARC record, an open source MARC conversion tools such as MARC Edit or MARC convert from OCLC may be used. Conversion tools can import data in a standard format and convert it to basic MARC records. If there is an in-house cataloguer in a library, it may be possible to create a custom MARC conversion programme.

After creation of MARC records, the cataloguer should also provide links to the e-books themselves.

For the effective use of e-books, involves how e-books are presented within the catalogue, which search options to provide and how to highlight e-books in search results are essential.

In a library, where both formats are available they should be grouped together in the search result list. When a user viewing the print record and that record is link directly to the equivalent e-book.

If the links to online e-books are prominently displayed, so that users can navigate quickly and easily from the catalogue to the e-book itself.

Library catalogue, federated search tools and remote search engines may provide attention to library e-books in a library.

#### VI. CONCLUSION

Electronic books are likely to attract new users to libraries and satisfy their specific needs. The traditional libraries of contemporaries will change to digital libraries in future and the services of which use various media so as to meet the user's increasing needs and expectations. These advances made the ongoing efforts to replace other traditional services with electronic versions attractive and economically feasible for many libraries.

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