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## Managerial Skills Required For Library Professionals In Modern Libraries

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**Abstract:** This paper outlines and discusses the professional skills and necessary technological skills needed for library professionals to manage the library. Libraries remain vital community hubs offering safe inclusive spaces for learning connection and exploration across generations and Librarianship is a noble profession. Service of mankind is its motto. A Librarian is called the guide, the philosopher and the friend of the uninitiated and the scholar alike. As a duty of librarian, he should follow the second law of library science. It means librarian should try to provide necessary materials to the users. Library performance depends upon how effectively do librarians perform their roles and responsibilities at different levels of management and how do they share their responsibilities among different classes of library staff in meeting their mission.

**Keywords:** Library Management, Management Skill, Library Professional skills, Librarian.

### INTRODUCTION:

The librarian is a resource that drives other resources and becomes the spearhead in disseminating information in society. The definition of a librarian is "Librarian is someone who has competence obtained through librarianship education and or training and has the duties and responsibilities to carry out library management and services. Currently, librarians are required to think creatively and prioritize innovation. Libraries are now required to continue to be creative in developing various new activities and creativity in order to develop the library.

Libraries are essential in a process of giving citizens access to knowledge. In digital times they are needed more than ever before. In times of the internet, everyone can visit a library without leaving home. It's just a matter of opening a library website, and you can not only borrow an e-book but also ask the librarian an online question. The increasing role of technology in libraries has a significant impact on the changing roles of librarians. A 21st-century librarian is required to be very much updated with technological changes. New age librarians are making greater use of emerging technologies in the library management and services to make it more popular and useful among the patrons. According to Neil Gaiman "Google can bring you back 100,000 answers, a librarian can bring you back the right one." New age librarians are not mere bookworms, they are high-tech information professionals, and clever communicators, helping patrons

dive in the oceans of information available in books and digital records. Librarians are teachers, problem solvers, innovators, collaborators, leaders, and learners.

## REVIEW OF LITERATURE:

C.G. Mathad and B.U.Kannappanavr (2002) conducted a study on “Financial management of constituent college libraries in Karnataka: A survey. This study focuses on the financial provisions of constituent college libraries of Karnataka. Some of the findings of this study are as follows:

1. It is observed that the Government and UGC found to be the major source of finance for these libraries. 2. It is observed that the average UGC assistance is found to be Rs. 1, 69,643, and the maximum assistance is Rs. 2, 30,000. 3. The library expenditure is found to be inadequate to meet the requirements of the users. The correlation coefficient is found to be positive but insignificant.

Kennedy (2004) examined in his thesis entitled “Utilization Behaviour and Socio Economic conditions of the users of the Central Public Library in Tirunelveli District”, stated that the availability of library sources and services might be enhanced by socio economic conditions of the users of the Central Public library in Tirunelveli District. The study revealed that most of the users were satisfied with library services and facility. The researcher suggested that library building might be expanded for more users’ utilization and parking area might be provided for vehicles. The library might be fully computerized.

Ramesha (2004) examined in his paper entitled “Performance Evaluation of Karnataka State University Library Resources and Services: A Librarians Approach that the University library was essential on the part of the library professionals to evaluate and assess the usability of the library resources in the light of the vast amount of investment made in acquiring the information resources and the cost of the manpower in managing the library activity. This paper revealed one such attempt with reference to the university libraries in the state of Karnataka which was a part of Independent India. The present study had seriously considered the lack of manpower as the main cause for the decline in the quality of library and information services.

## OBJECTIVES:

The main aim of the study is managerial skills required for library professional to generate rural library sources and fiancé.

The following are the subsequent objectives:

1. To study the need for management skills for library professionals.
2. To understand the latest and updated skills required by the library professionals.
3. To describe the role and responsibilities of a library professionals.

## METHODOLOGY:

Descriptive method is adopted for the study. This study used an explorative approach through literature studies from several journals related to the role of librarians. Observation method also adopted. The objectives of the study to collect data required for the purpose, the researcher chooses managerial skills required for library professionals.

## MANAGERIAL ROLES AND RESPONSIBILITIES:

Delivering the best possible service to library users is all about doing so in the most efficient way possible, i.e. managing the process properly. This is vital not only to ensure that library users receive the best service, but also for the professional accountability of the librarian. Libraries are highly structured organizations hierarchically. All libraries have employees working at different levels of responsibility in the

hierarchy. Hierarchy of these employee positions is called Levels of Management. The level of management in the hierarchy determines a chain of command, the amount of authority and status the employee enjoys in his position. Library organizations differ in the levels of management in the hierarchy. The number of management levels in any library depends upon the size of its collection, library technology applications, users' strength and the work force. A university library system supports three levels of management: top level, middle level and baseline level. Librarians working at these levels play their roles both as library specialist and as library manager.

Library staff should develop managerial skills to manage the entire library activities in an efficient way. Luther Gullick keyword 'POSDCORB' (Planning, Organizing, Staffing Directing, Co-coordinating, Reporting & budgeting) is most applicable in the case of library staff also. Development of managerial skills leads to the efficient service and products. Among the managerial skills Time Management skill can be utilized to save the time of the users and thereby providing quality service. Time is an essential component in Research scholars and other busy users. Time management tactics can be used in giving services and arranging the library routine works. The Leadership quality of the librarians resulted in better service inside and outside the library. As a good leader the librarian inspire the entire library team as well as the whole clientele.

Decision making and Decision Implementing skill should be encouraged among the library staff. For making the work place as a highly qualitative one, the staff should take sensible decisions in quick manner. Implementing the decisions in an effective and use full way is another method of betterment of the profession.

### **MANAGERIAL SKILLS FOR MAINTAIN LIBRARY EFFECTIVELY:**

#### **1. Technical Skills**

In the age of 21st century Library Professionals must be aware of emerging technologies. It has become increasingly important that librarians keep up with technology and have certain basic skills. In the current scenario library professional must have the knowledge of HTML, Networking, scripting languages, the ability to deal with the back-end of the OPAC, the ability to translate library services into the online medium, the ability to troubleshoot basic computer and printer problems, or just a good healthy knowledge of emerging technologies.

#### **2. Time Management Skills**

Time management refers to a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals. This set encompass a wide scope of activities, and these include planning, allocating, setting goals, delegation, analysis of time spent, monitoring, organizing, scheduling, and prioritizing. Initially time management referred to just business or work activities, but eventually the term broadened to include personal activities also. As par fourth law of library science which is "save the time of users". This also has become more important that librarian muse developed the time management skills.

#### **3. Communication Skills**

Communication has a great importance in providing better services to users. He communicates the value of library service to decision makers, staff and users. When he provides information to the user he must communicate clearly and respectfully with customers and colleagues. Always Demonstrates active listening skills with customers and colleagues in his workplace. Communication is not only must be effective with users only but must have ability to negotiate effectively with publishers, customers, management & vendors.

#### 4. Customer Service

Nowadays librarians must be customer oriented. He can demonstrate a sincere commitment to customer service. Always he must try to observe customer needs & try to provide their desired information on time. Through continual design & improve user oriented information products & competencies he can provide them better customer services. Always show them confidence & competence to deliver perfect customer services.

#### 5. Problem Solving Skills

Another skill which is needed for the library professionals is to perceive the problem and solve it at the appropriate time. In keeping and tracking the volumes if any sort of problem arises, it is to be attended immediately as it would not affect other volumes sequence.

### MANAGING RESOURCES

Librarians manage the library's physical and digital information resources. That includes cataloging and organizing books, magazines, journals, newspapers, documents, letters, manuscripts, records, audio recordings, video recordings and various digital materials. They must also undertake the preservation and proper storage of these resources.

### MANAGERIAL SKILLS REQUIRED FOR GENERATING FINANCE:

Librarian's role has changed from custodian of documents to Information Scientist. Libraries and staff should renovate with new technologies. Information in the current and future world should be stored in digital format. The library staff should be polite and cooperative. He must avoid hesitation and speak without shyness. The library staff should satisfy all requirements of the users and to arrange extension activities such as reader's forum, reading circle, books exhibition and library week celebration. The librarian must know the users psychological behaviour and their attitude. Staff is regarded as most important part of any type of library. The success of the library also depends upon the efficient staff.

### LIBRARY FINANCE:

To run or manage any kind of library, finance is a backbone of it. Finance is one of the important pillar on which the entire library system and service made its foundation. Library is a nonprofit organization. The income is less and the expenditure is more. To bridge the difference between income and expenditure the librarians should have strict control over the financial matters of the library. While making the budget proposal, the available resources and services must be utilized completely and future plans also keep in mind.

### FINANCE RESOURCES GENERATION:

The main sources of public library revenue will be as follows;

1. Subscription fee
2. Grants from endowments and charitable institutions
3. Library rates
4. Library taxes (Library cess)

5. Government Grants

6. Gifts

7. Fees and Fines

Library finance includes both the funds appropriated to a library and its expenditure. Libraries depend heavily on a continuous supply of funds for organizing their activities, programmes and services.

## CONCLUSION:

The limitation in this paper is that, Libraries and librarians will never be lost in carrying out activities in the management and dissemination of information. A librarian is a person responsible for performing various duties related to the upkeep of a library and its inventory and resources. They may order the purchase of and manage interlibrary loans of books, journals, magazines, recordings and other materials to meet the requirements of library patrons. Technological developments will assist libraries and librarians in managing libraries so that librarians can focus on other work in managing information and knowledge in the library. Librarians and libraries will not disappear, but libraries will still exist and have greater responsibility in management.

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