

Abstract

The purpose of this paper is reviews and analysis of application on information communication technology in housekeeping operations in the university library system in West Bengal. The housekeeping operations of the library systems play a vital role in providing library services effectively. In the University library system the monitoring of the application through online and offline mode is to be assessed based on the facilities of infrastructure provided by the authorities and the nature of use by the staff is also key factor for the necessity of library services. The fulfilment of the needs of the users by the library services may be evaluated for the effective functioning of the library system.

ICT applications have impacted all aspects of library management. Computers, printers, modems, RFID technology, V-SAT, and other communication equipment have revolutionized library functions and services. These technologies have enabled efficient cataloging, circulation, acquisition, interlibrary loan, and resource sharing, among other activities. Libraries have also adopted digital platforms and systems for managing electronic resources, providing access to online databases, and offering virtual reference services. In order to effectively cope with this changing landscape, LIS professionals need to be ICT competent. They should possess the necessary knowledge and skills to utilize ICT resources effectively, ensuring efficient utilization of library resources, user satisfaction, and staff motivation. ICT competence includes proficiency in using library management systems, digital repositories, online search tools, and other technologies relevant to library operations. LIS professionals should also be adept at information retrieval, digital curation, and data management to effectively serve the information needs of library users.

Infrastructure refers to the various types of equipment and facilities provided by the university authorities to support housekeeping operations in the library. This can include computer systems, servers, networking equipment, software applications, security systems, and other resources necessary for the smooth functioning of library services. Adequate and up-to-date infrastructure is vital for supporting library automation and ensuring efficient operations.

The housekeeping functions of a library include acquisitions, processing, use, and maintenance. These functions are integral to the smooth operation of a library, regardless of its type or size. Acquisitions involve the process of acquiring new materials for the library's collection. This includes activities such as selecting and

purchasing materials, receiving and cataloguing them, and updating the library's inventory. Automation can greatly streamline these tasks by facilitating online ordering, electronic cataloguing, and automated updates to the library's collection management system.

Processing refers to the activities involved in preparing materials for use by library patrons. This includes tasks such as cataloguing, classifying, and labeling items, as well as creating records in the library's database. Automation can speed up these processes through the use of cataloguing software, integrated library systems, and barcode technology for item identification. Use encompasses the activities related to providing access to library materials and assisting users in locating and retrieving resources. This includes circulation services, reference assistance, interlibrary loan, and other user support services. Automation can improve user experience by enabling self-checkout systems, online request and renewal options, and virtual reference services.

Maintenance involves the ongoing management and preservation of the library's collection and physical facilities. This includes tasks such as shelving and shelf-reading, weeding outdated materials, repairing damaged items, and maintaining the library's physical space. Automation can assist in inventory management, monitoring circulation patterns, and implementing preventive maintenance systems for library infrastructure. Within the operational subsystem, these housekeeping functions work together to ensure the effective management of the library's resources and services. By implementing computerization and automation, libraries can enhance efficiency, accuracy, and accessibility in these operations.

Key words: Information and Communication Technology (ICT), Housekeeping Operations, University Library, Library Service, IT Infrastructure.