

Library Management Skills for Library and Information Professionals: A Survey

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***Abstract** - The paper explores the result of a survey based on library management skills. Totally 141 library professionals were surveyed with the help of a structured questionnaire. The study found that most of the respondents are male 100(70.9%) and only 41(29.1%) of them were female respondents. The study found that the majority of respondents is 60 (45.55%) belonging to the age group of 31-40 years. The majority of respondents were librarians 63 (44.68%). The majority of the respondents were belonging to 1-5 years 55(39.01%) group. The majority of respondents were studied humanities and social sciences 68(48.23%). The majority of respondents were studied M.L.I.Sc 94 (66.67%). The 95(67.38%) respondents were indication organization of library materials is must. 89(63.12%) respondents were indicates knowledge about the library materials, 84(59.57%) respondents were indicating about knowledge is must for material selection/collection,72(51.06%) respondents were indicating operation and management skills are must. 26(18.44%) respondents were indicating not very important for foreign language skills.*

Keywords: Library Management, Management Skills, Social Media, Internet Skills, Computer Skills

1. Introduction

The advent of internet opens a vast area of knowledge in front library professionals. The amount of large information and its management required a huge number of well trained professionals. In our day today activities majority of the library professionals face a lot of technological barriers. To overcome this, concern professionals cop up with present technological innovations. Based on this thinks a survey has conducted. Information and communication technology (ICT) has changed the landscape of libraries and librarianship. Libraries are being transitioned from the four walls to the cyber environment. Library resources are being transformed from print to digital and web resources. Information has been disseminated speedily around the globe due to advanced means of telecommunication. Therefore, it is being used extensively and has resulted in tremendous growth of information. The growing ICT-driven information services have posed challenges to library and information professionals.

2. Objective of the Study

The specific objectives of the study are:

- To find out the role of library management skills.
- To find out the communication ability among library professionals.
- To find out the technological skills i.e. computer, internet, media, etc..

3. Methodology

A structured questionnaire was designed by Google forms through online. The questionnaires were distributed to the library and information science professionals through e-mail. Total 141 questionnaires were distributed among library professionals. Out of which 141 (100%) respondents' filled the questionnaires. The collected data were analyzed classified and presented in the form of tables.

3. Results and Data Analysis

On the basis of the questionnaire the data as been analyzed and tabulated. For data analysis percentage techniques have been adopted.

4.1 Gender –wise Distribution

The researcher classified the respondents gender-wise for a difference of opinions of make to those female respondents. The data thus collected were scrutinized and given in table-1.

Table 1: Gender Wise Distribution of Respondents

Sl. No	Gender	No. of .Respondents	Percentage
1	Male	100	70.9
2	Female	41	29.1
	Total	141	100

Table-1 show that out of 141 100 (70.9%) of respondents were male and 41 respondents (29.1%) are female. Most of the respondents are male 100 (70.9%) and only 41 (29.1%) of them were female respondents.

4.2 Age –wise Distribution

The respondents from four different age groups like 20-30 years old, 31-40 years old, 41-50 years old and above 50 years old. The collected data were scrutinized and given in the following table-2.

Table-2 Age –wise Distribution

Sl. No	Age	No. of .Respondents	Percentage
1	20-30 years old	46	32.62
2	31-40 years old	60	42.55
3	41-50 years old	27	19.15
4	above 50 years old	8	5.67
	Total	141	100

Table-2 show that 46(32.61%) respondents were between 20-30 years old group, 60(42.55%) respondents were between 31-40 years old group, 27(19.15%) respondents were between 41-

50 years old age group, 8 (5.67%) respondents were above 50 years old. The majority respondents is 60 (45.55%) belonging to the age group of 31-40 years age groups.

4.3 Professional status

The respondents from eight different designation groups like Librarian, Deputy Librarian, Assistant Librarian, Professionals Assistant, Technical Assistant, Library Assistant, Library Attendant and others. The collected data were scrutinized and given in the following table 3.

Table 3: Professional status

Designation	No. of .Respondents	Percentage
Librarian	63	44.68
Deputy Librarian	3	2.13
Assistant Librarian	34	24.11
Professionals Assistant	10	7.09
Technical Assistant	2	1.42
Library Assistant	12	8.51
Library Attendant	2	1.42
Others..	15	10.64
Total	141	100.00

Table-3 show that 63 (44.68%) respondents were Librarians, 3(2.13%) respondents were Deputy Librarians, 34(24.11%) respondents were Assistant Librarians, 10(7.09%) respondents were Professional Assistants, 2(1.42%) respondents were Technical Assistants, 12(8.51%) respondents were Library Assistants, 2.(1.42%) respondents were Library Attendants and 15(10.64%) respondents were other professional groups. The majority of the respondents were Librarians 63(44.68%).

4.4 Institutional Affiliation

The respondents from three different working sector like Central Government, State Government and Private Sector. The collect data were scrutinized and given in following table 4

Table 4: Institutional Affiliation

Institutional Affiliation	No. of .Respondents	Percentage
Central Government	32	22.70
State Government	25	17.73
Private Sector	84	59.57
Total	141	100.00

Table-4 show that 32(22.70%) respondents were working in Central Government sectors, 25(17.73%) respondents were working in State Government sectors, 84(59.57%) respondents were working in private sectors, the majority of respondents were working in private sectors 84(59.57%).

4.5 Work Experience

The respondents from different working experienced groups like 1-5 years, 6-10 years, 11-15 years, 16-20 years, 21-25years and more than 25 years. The collected data were scrutinized and given in the following table 5.

Table 5: Work Experience

Work Experience	No. of .Respondents	Percentage
1-5 years	55	39.01
6-10 years	37	26.24
11-15 years	23	16.31
16-20 years	15	10.64
21-25years	6	4.26
more than 25 years	5	3.55
Total	141	100.00

Table-5 show that 55(39.01%) respondents were having 1-5 years' work experience, 37(26.24%) respondents were having 6-10 years' work experience, 23(16.31%) respondents were having 11-15 years' work experience 15(10.64%) respondents were having 16-20 years' work experience, 6(4.26%) respondents were having 21-25 years' work experience and 5(3.55%) respondents were having more than years' work experience. The majority of the respondents were belonging to 1-5 years 55(39.01%) group.

4.6 Basic Educational Qualifications

The respondents from different education background like Humanities and social sciences, Science, Engineering, Medicine and Other qualifications. The collected data were scrutinized and given in the following table 6.

Table-6: Basic Educational Qualifications

Basic Educational Qualifications	No. of .Respondents	Percentage
Humanities and social Sciences	68	48.23
Science	42	29.79
Engineering	5	3.55
Medicine	1	0.71
Other	25	17.73
Total	141	100.00

Table-6 show that 68 (48.23%) respondents were studied Humanities and social Sciences, 42(29.79%) respondents were studied Science, 5(3.55%) respondents were studied Engineering, 1 (0.71%) respondents were studied Medicine and 25(17.73%) respondents were studied Other degrees. The majority of the respondents were studied Humanities and social Sciences 68(48.23%).

4.7 Professional Qualifications

The respondents from different professional educations background like C.L.I.Sc, B.L.I.Sc, M.L.I.Sc, M Phil, PhD, and Other degrees. The collected data were scrutinized and given in the following table-7.

Table 7: Professional Qualifications

Professional Qualifications	No. of .Respondents	Percentage
C.L.I.Sc	1	0.71
B.L.I.Sc	3	2.13
M.L.I.Sc	94	66.67
M Phil	22	15.60
PhD	18	12.77
Other	3	2.13
Total	141	100.00

Table-7 show that 1(0.71%) respondents were studied C.L.I.Sc course, 3(2.13%) respondents were studied B.L.I.Sc course, 94(66.67%) respondents were studied M.L.I.Sc degrees. 22(15.60%) respondents were studied M Phil degrees, 18(12.77%) respondents were studied Research degrees. 3(2.13%) respondents were studied Other degrees The majority of the respondents were studied M.L.I.Sc 94(66.67%).

4.8 Technical Qualifications

The respondents from different technical qualifications background like D.C.A, PG.D.C.A, PG.D.LAN, and Others degrees. The collected data were scrutinized and given in the following table-8.

Table 8: Technical Qualifications

Basic Educational Qualifications	No. of Respondents	Percentage
D.C.A	17	12.06
PG.D.C.A	31	21.99
PG.D.LAN	26	18.44
Others	67	47.52
Total	141	100.00

Table 7 show that 17(12.06%) respondents were studied D.C.A course, 31(21.99%) respondents were studied PG.D.C.A course, 26(18.44%) respondents were studied PG.D.LAN course. 67(47.52%) respondents were studied others technical courses. The majority of the respondents were studied others technical courses 67(47.52%).

4.9 Library Management Skills for Library Professionals

The respondents were asked to indicate the library management skills. The data collected were scrutinized and given in the following table-9. The Table-9 shows that the 95(67.38%) respondents were indication organization of library materials is must. 89(63.12%) respondents were indicates knowledge about the library materials, 84(59.57%) respondents were indicating about knowledge is must for material selection/collection, 72(51.06%) respondents were indicating of operation and management skills are must. 26(18.44%) respondents were indicating not very important for foreign language skills.

Table-9: Library Management Skills for Library Professionals

Library Management Skills	Must	Importance	Need	Some What Importance	Not Very Importance
Organization of library materials (cataloguing/classification)	95(67.38)	35(24.82)	10(7.09)	0(0.00)	1(0.71)
Reference services	78(55.32)	46(32.62)	16(11.35)	1(0.71)	0(0.00)
Material selection/collection development	84 (59.57)	36 (25.53)	19(13.48)	2 (1.42)	0(0.00)
Library materials (book, journal, etc.)	89 (63.12)	32(22.70)	19(13.48)	1 (0.71)	0(0.00)
Inter-library cooperation/network	46 (32.62)	47 (33.33)	35(24.82)	8 (5.67)	5 (3.55)
Lending service	60 (42.55)	38 (26.95)	35(24.82)	7 (4.96)	1 (0.71)
Information retrieval	70 (49.65)	39 (27.66)	31 (21.99)	1 (0.71)	0(0.00)
Communication ability	68(48.23)	49(34.75)	23(16.31)	0(0.00)	1 (0.71)
Information literacy education	69 (48.94)	40 (28.37)	29 (20.57)	2 (1.42)	1 (0.71)
Service for the physically challenged	49 (34.75)	45 (31.91)	38 (26.95)	6 (4.26)	3 (2.13)
Multi-cultural services	28(19.86)	42 (29.79)	43 (30.50)	19(13.48)	9 (6.38)
Library related laws and regulations	58(41.13)	45 (31.91)	31(21.99)	3(2.13)	4(2.84)
Operation and maintenance of library system	72 (51.06)	44 (31.21)	21(14.89)	3(2.13)	1(0.71)
Library architecture/equipment	53(37.59)	47 (33.33)	37(26.24)	2(1.42)	2(1.42)
Public relation	47(33.33)	54(38.30)	33(23.40)	4(2.84)	3(2.13)
Organization of internet data	54(38.30)	52(36.88)	28(19.86)	5(3.55)	2(1.42)
Preservation/protection/bookmaking	54(38.30)	50(35.46)	32(22.70)	5(3.55)	0(0.00)
Subject knowledge of the humanities	44(31.21)	53(37.59)	30(21.28)	11(7.80)	3(2.13)
Sub. Knowledge of social sciences	43(30.50)	51(36.17)	31(22.70)	11(7.80)	4(2.84)
Sub.knowledge of natural sciences	35(24.82)	45(31.91)	42(29.79)	16(11.35)	3(2.13)
Wide range of subject knowledge	45(31.91)	53(37.59)	28(19.86)	12(8.51)	3(2.13)
Foreign language (English)	42(29.79)	47(33.33)	33(23.40)	8(5.67)	11(7.80)
Foreign language (other than English)	16(11.35)	20(14.18)	43(30.50)	36(25.53)	26(18.44)
Copyright (intellectual property right)	47(33.33)	48(34.04)	35(24.82)	6(4.26)	5(3.55)
Confidentiality (privacy)	50(34.46)	53(37.59)	28(19.86)	7(4.96)	3(2.13)
Other knowledge skills etc.	46(32.62)	50(35.46)	33(23.40)	9(6.38)	3(2.13)

5. Conclusion

The present study was focus on the library management skills for library professionals. In the above conducted study it was observed that majority of the respondents are aware of the technical skills as well as library management skills. The library professionals in academic universities in are not equally proficient in all areas of ICT skills. The majority are moderately proficient. Neither gender nor types of universities have a significant bearing on their proficiency. On the other hand, work experience does have an impact on one's skills. However, as they are working mostly in pre-automation libraries, their training and skills are not utilized due to the unavailability of computers. It is the responsibility of library schools and library professional associations to conduct regular training programs to meet their needs in the changing librarianship.

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