

Revitalization and Digitization of Library and Information Centre: A case study of UN ESCAP APCTT, New Delhi

Surabhi Mishra

Librarian, Public Health Foundation of India (PHFI), Gurgaon, Haryana, India

E-mail-smish32@gmail.com

ABSTRACT

The main objective of organizational libraries is to provide and facilitate its faculty/users with the updated information or resources as and when required. Every organizational library develops its collection for specific user group including researchers, students or various stakeholders. Now a days people are busier and they don't have time to visit library physically and they prefer to get online resources instead of physical books and journals. Electronic or digitized format of resources is much popular. It means every library should have reorganize their collection and put them in to digital format through various softwares.

Digitizing information has come as boon to many including library and information professionals. In this study the reorganization and digitization of United Nations, ESACP, Asian and Pacific Centre Library and Information Centre, New Delhi, was be examined, which is specialized library in Technology transfer.

Keywords: *Technology Transfer, Digital Resource Centre, E-catalogue, Revitalization, digitization, e-archiving*

Introduction

The digital library is an electronic or virtual library where information is selected, acquired, processed, organized, stored and retrieved in digital form. The developed countries have already digitized their libraries. The developing countries are in the process of digitization of their libraries. The users of digital libraries are the universal users who should have facility to access to all created and acquired digital sources of information in the form of electronic text, Image, map, sound, video and multimedia. Thus the digital libraries are attributed to electronic databases and capable of handling large data and servicing users effectively in resource sharing environment. Digital Libraries have received wide attention in the recent years allowing access to digital information from anywhere across the world.

APCTT Library and Information Centre

APCTT is the United Nations Regional Institution under the Economic and Social Commission for Asia and the Pacific (ESCAP).

The Centre was established in 1977 in Bangalore, India. In 1993, the Centre moved to New Delhi, India. APCTT promotes transfer of technology and from small and medium scale enterprises (SMEs) in Asia and the Pacific. The Centre is headquartered in New Delhi with host facilities provided by the Government of India.

The activities of APCTT are focused on three specific areas of activity: Science Technology and Innovation, Technology Transfer and Technology Intelligence. Their emphasis is on technologies such as renewable energy, biotechnology and nanotechnology which have high growth potential and can address the collective challenges of the region.

APCTT library is a specialized library in the field of science and technology. Special libraries are established in organizations or institutes to help staff members and other users in locating & providing easy access to books, journals, technical and other data. Such libraries hold documents on specialized subject or on a series of specialized subjects. Documents such as reports, standards, pamphlets and commercial texts are also archived in large amounts.

APCTT has a good collection of books and other documents, some of which are rare. However in the context of the above planned activities and to meet the expectations of the visitors to the library, APCTT Information Centre should have more latest and relevant documents. Especially in the Reference section the books like: - technical dictionaries, glossaries and encyclopaedias, books and journals on technology management, innovation, technological forecasting, and innovation systems have been added to the existing collection. In order to meet the information needs of the users and staff members, APCTT has plan to expand and implement a wide range of services. It is necessary to implement computerization of housekeeping operations and library services. Initially it may be little expensive but it could make APCTT library one of the best in the area of science and technology, so that library holdings could be used not only by staff members but also by other research scholars and experts. Thus in the above context a brief description regarding the library automation and services

1. Reference Services (in person or by Telephone or Fax)
2. E-cataloguing of all type of documents
3. Online Circulation
4. Current Awareness Services (CAS)
5. Selective Dissemination of Information Service (SDI)

6. Selective Dissemination of Information Service (SDI)
7. Audio Visual Section of Library
8. Resource Sharing
9. Compilation and Maintenance of online journals
10. Addition of Core Journals and Books
11. E-searching all publication of APCTT

Details of Resources at Library in 2013

S. No.	Type of Resources	Collection	Year
1	Books (own Publication and rare books by other international authors)	3,500	2001 onwards
2.	Reports/proceedings/workshop reports	500	2001 onwards
3.	Other Reference Material (Complimentary book, publications from other organizations, Dictionaries, Directories)	700	2001 onwards
4.	Journals/Magazines (National and International Journals)	150	Updated
5.	Guidebook/manuals (Some of them are available on-line)		

Currently available E-resources & publication

S. No.	E-periodical	Databases & search engine	CD Rom
1.	Asia-Pacific Tech Monitor	Joint Venture & Partnership Offers	CD ROM: "Technology Transfer in the Asia-Pacific – Challenges and Opportunities"
2.	VATIS Update: Biotechnology	Technology offers	
3.	VATIS Update: Food Processing	Technology requests	
4.	VATIS Update: Non-Conventional Energy	Renewable-Energy Technology Bank (RET-Bank)	
5.	VATIS Update: Ozone Layer Protection	Aptitude Search Engine	
6.	VATIS Update: Waste Management	Biotechnology Information	

Scenario of APCTT library in June 2008

Due to the absence of a library professional for nearly three years (2005 to 2007), various arrivals to the library were not systematically processed or organized. All the documents and resources were messed up and appeared to be a store of documents. Many of the documents were not entered in accession register or anywhere. It was difficult to segregate the resources as all types of resource were mixed up with each other. Due to ignorance, pages of many documents got torn off. Unused packets and bundles of journals and magazines got piled up in the library. The whole library was full of dust and bundles, all shelves were occupied by non-relevant documents.

Objective of Revitalization and Digitization of APCTT Library & Information Centre

APCTT library is one of the specialized libraries in the field of technology and transfer of technology. Resources in the library were rare and important to the stakeholders, researchers and students.

Since the inception of APCTT in 1977, the Centre has organized a large number of regional & national workshops, meetings and conferences and brought out a large number of reports and publications, which are mainly the output of projects implemented by centre. To enable national policy makers and researchers to gain access to this repository of knowledge, it has digitized the publications and documents using information technology. The e-archive is currently made available to staff members at centre.



View of APCTT library and Information Centre, 2013

Country- India

Type- Science and Technology

Position- The only U N Centre for transfer of Technology in Asia-Pacific

Methodology

The following steps were taken to reorganize and revitalize the APCTT Library and information Centre

1. First Phase of Revitalization/Reorganization of APCTT Library & Information Centre

Initially the project was approved with the following objectives

- ❖ To reorganize the library holdings
- ❖ To arrange them in to systematic order
- ❖ Analyse and asses the need of in-house users
- ❖ Develop and maintain library management system
- ❖ Categorise them as per the subject category

In the first phase of Revitalization, all resources of the Information centre were collected, analyzed and the steps given were followed as per the principles of library management

Vetting: This policy was developed and implemented to organize the library holdings. All the print-holdings including books, reports, important journals of the library were vetted.

Weeding out: Some of the accessioned books were very old and obsolete were weeded out after getting approval from the higher authorities. These books were kept in shelves available in basement of APCTT premises for any future reference. Few books were disposed off, as they were not readable and very old.

1.1 Systematic Cataloguing and Library Management

The basic purpose of cataloguing was to provide multiple access points to locate a particular document in the library shelf. Accession and Classification were the two most important steps in the systematic cataloguing of the library holdings

- a. **Accession:** After vetting of the library holdings, all 4577 documents were technically processed and entered in the Accession Register. Spine slips and proper stamping were put on each document.
- b. **Classification:** In the process of systematic cataloguing, classification is followed by accession. APCTT library followed the Universal Dewey Classification Scheme for classification. All the books and other documents were classified and shelved for accessing by the staff & visitors to the library and information centre.

- c. **Cataloguing:** AACR2 rules were followed for the cataloguing of the documents, e-catalogue database was also designed accordingly. Catalogues were made available on the Lotos Notes software through intranet.
- d. **Shelving:** Shelving is very important part of library management system. If documents are not shelved properly, it may cause difficulties for the users in the library. Thus, all the classified documents including books, reports and reference material were arranged in the shelves according to specific class number in chronological order.
- e. **Labelling:** All the classified books and reports were properly shelved and arranged systematically. Labelling of these shelves was done according to the subject and class numbers. Reference section is maintained separately and shelves of this section are also labelled.

1.2 Serial Management

All Journals, magazines and other serial publication received from various national and international organizations on complimentary basis or on subscription basis were arranged in alphabetical order and maintained systematically. Journal Section kept separate from the book section. Records of serials were maintained in E-catalogue database in separate pages. Previous issues of all important journals were also kept in the library for reference purposes. Very old/irrelevant journals were removed from the library and kept in basement area.

2. Second Phase of Revitalization and Reorganization E-Library System

E-catalogued database

The Second Phase of Revitalization Process was started in May 2009. During this period an intranet based library catalogue database structure was developed. As planned all technically processed library documents were e-catalogued.

They were using this Lotus Notes software till January 2014 for e-cataloguing of library. Further they have migrated to UN recommended software.

Different fields for different kind of resources were identified, and developed in Lotus Notes Softwares, All documents were put under the specified category.

Free text search and advanced search options were made available in the database. Search can be made by title, author name or subject also. In-house users can access through intranet to this database.

E-cataloguing: Following is the sample of e-catalogue for the resources, developed on Lotus Notes Software.

**APCTT INFORMATION CENTRE
LIBRARY CATALOGUE**

TYPE OF DOCUMENT: Books

Title : Agricultural Biotechnology & the Public Good
Author/Editor : MacDonald, Fesenden
Corporate Author :
Edition :
Volume :
Pages : 213p
Series :
Distribution : National Agricultural Biotechnology Council, New York, 1994
Subject : Agricultural Biotechnology
ISBN : 0-9630907-5-5
Descriptors : Biotechnology and Agricultural Structure, Defining Public Good

More Info.....

Record ID : NT00002222 **Created on** : 09/08/2009
Accession No : G2752
Call No : 631.147MAC-D
Notes : Complimentary

E-Catalogue Data Entry Form-Books

2.1 E-reference services to In-house users

Two types of library information services were identified for the in-house users. These information services were initiated to APCTT in-house users during the second phase of revitalization.

In the continuation of the revitalization process during this period, necessary **Library Management System** was put in place for managing the new acquisition and arrivals.

➤ Latest arrivals services

This is also kind of Current Awareness service. Through Latest Arrivals services, information about new arrivals and new library updates were provided to in-house users on weekly or fortnightly basis.

➤ Selective dissemination services (SDI)

Through this service users were facilitated with the resource of their requirement including research papers, articles in form of full text or abstracts by using various search engines.

2.2 Database of E-Journals

As APCTT staff is more focused on innovation work they required articles, journals for their respective work. For any organization it is not possible to subscribe or purchase all related databases or journals. Thus, we developed and maintained database of freely available E-Journals of Technology development, technology transfer and Social development issues with more than 300 Journals. These journals were collected and maintained in Ms Excel database and made available in share drive of APCTT & SSWA.

2.3 Developed Network among the other concern libraries

Networking is important to save the time and money of organization as well as users. Through networking inter-library loan can be taken, resource sharing and exchange of resources is possible. In this context network has been developed among the other libraries, resource and information centres for sharing resources and providing them information about the work of APCTT and SSWA. Official arrangements for exchange of documents were made with RIS library, Asian Development Bank, Indian Institute of Foreign Trade and Developing Library Network (DELNET).

2.4 Developed and maintained Media database of UN, ESCAP SSWA

In MS-EXCL database of media clipping was developed and all the success stories were put on the same with the clipping in pdf format. Media database was available for the members of UN, APCTT and SSWA and also provided to the other users as & when required/instructed. Database was updated with more than 150 clippings of SSWA event and news.

2.5 Developed and maintained contact Management Database

Contact management database was developed and maintained. Database was maintained with the contact details of important persons and library professionals.

3 Third Phase of Reorganization of Library and Information Centre

3.1 Designed, Developed and managed Digital Resource Centre

During the third phase of reorganization of APCTT library and information centre, digitalization of resources was proposed. Various companies were contacted through headquarter in Bangkok to get quotations. In 2012, ITSL Solution, was contacted to get digitize the library resources. Digital

Resource centre was developed on D-space open source software, contract was assigned to the ITSL Solutions Pvt. Ltd. to develop resource centre. Format of registration form, design of database, its features, required fields and the meta- data was provided to ITSL. During the digitization process coordinated between the APCTT and ITSL.

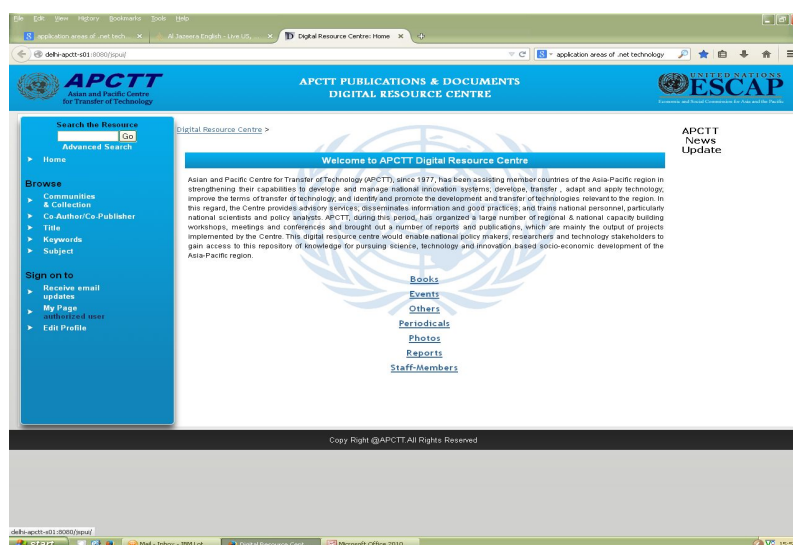
Resources were collected from various sources; excel-sheet was prepared for all the available resources, since the inception of APCTT.

Pilot testing has been done with around 50 resources, to get view of users at APCTT. Presentation was given to some of the staff members during this phase. DRC link was sent to all users of APCTT and SSWA. After receiving comments and reviews, things were assessed again.

All documents available in hard copies including annual reports, TC and GC reports, project reports, Vatis update and Asia Pacific Tech-Monitor and many other resources were scanned and uploaded on the DRC under various categories, subjects. Documents were put under the different communities and then collection. Documents were available in pdf format.

Various search options were provided on the platform to search documents at Digital Resource Centre. Free text search, advanced search options were provided on DRC. Access level of resources was also given as per the category of users. There were four levels of access of resources (Managerial access, admin access, internal users, and internet or external users). Presently DRC is available on intranet only but soon it will be made available on internet.

Digital Resource Centre of APCTT looks like;



Presentation about “how to access digital resource centre” was given to in-house users. Presentation was attended by the APCTT and SSWA staff members.

Conclusion

In the digital era information has become the fourth basis need of our life and our country cannot be too cover behind from the changing in information world. Therefore library responsibility is to collect dissemination and preserve the printed heritage of our country, and the most important issue is the ever changing technology.

This article will help the professionals to full fill their responsibility to digitize and automate their library with the modern software like Koha and D-space. It will provide guidelines to develop a strategy of digitization.

Acknowledgement

This case study has been prepared under the supervision and guidance of Mr. N. Srinivasan, in-charge, Innovation Management, UN, ESCAP, APCTT, New Delhi.

References

1. TC and GC report of APCTT
2. Anoop Kumar Bajpayi, collection development of Nehru Library, Hissar with special reference to Krishiprabha, Pg. 4-8
3. Dr. G. Sujhata, Abstract of Paper titled: "Development of digital library for distance education users: a proposal for Open University libraries in India" Pg. 7-9
4. Ibrahim Usman Alha, Digitization of library resources and formation of digital libraries: A practical approach Pg. 4-7