

Application of Computer Network Technology in Book & Archive Management

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Keywords: Book & archive management, significance, current state, informatized management, application of computer network technology.

Abstract: Book & archive management is an important part in library management, playing a crucial role in promotion and development of library management. This study analyzed content and development of book & archive management. Several approaches were proposed for its improvement, after presenting the significance, current state and imperfection of book & archive management. Moreover, this study investigated application and development of computer network technology in book & archive management, aiming to enhance management effect and efficiency. Through making full use of computer network technology, the value of books will be better developed and utilized.

1 INTRODUCTION

Computer network technology provides a possibility of informatization of book & archive management, pushing this management forward. However, it is only a tool for the management. Effect of application of computer network technology depends on librarians' understanding and attitude to book & archive management, proficiency of computer skills and relevant systems. Scientific and proper application of computer network technology can effectively save resources, like labor and materials (Ding Hong, 2014). Furthermore, it also can improve efficiency of book & archive management, promoting development and utilization of books and archives.

2 BOOK & ARCHIVE MANAGEMENT

Library's archives refer to records produced during participation in social activities in the construction and operation of library. Those records are in the form of character, image and audio file. By recording library's construction, operation and development history objectively and faithfully, archives have reference value for some major decisions of library. Those archives also provide basis for a scientific decision in terms of library's

involvements in social activities. Book archives are important in library's archives (Ling Shuixiu, 2013). Book & archive management is thus the core of library management, which includes management of collecting, sorting, storing and utilizing kinds of books or materials.

Book & archive management includes two types: archive resource management and archive information management. Archive resource management, as the basic form of book & archive management, refers to simple management of materials. The former lays a foundation for utilization of book archives. Archive information management is another advanced management. It extracts hidden information through analyzing the materials. Besides, it sorts, proceeds and stores the extracted information. Then, secondary document which can be directly used is produced for further development of the archives. For example, management of borrowing records analyzes borrowed materials for summary and formation of archives. From the archives, librarians get a chance to know preference of readers so that they can purchase and exclude books more scientifically (Yin Lixia, 2013). In this way, library can offer readers better service and obtain substantial benefits at the same time.

Book archives mainly include information about damaged books, purchasing information, work plan and report. To archive such information requires collection and classification of a large quantity of

information. When managing the books and materials, relevant information ought to be recorded, such as new books, modification of books, and abandonment of books. Once those records are archived in library, librarians are enabled to know facts of book collection timely and accurately. In the management of returning records, data about returned books and fines needs to be processed. Librarians should check the reader's identity and revise book records according to the facts. Provided that a reader returns a book before the due time, librarians file the book according to book-returning procedure. But a reader will be fined and recorded if he returns an overdue or damaged book, or lost the book. With summary of information mentioned above, statistics of borrowing and returning will be easily analyzed in order to manage better.

Book & archive management inevitably adopts informatization. Extensive application of computers network technology makes the informatization of books and data possible. There are some advantages of application of computer network technology in library book & archive management. It makes book-searching convenient, especially searching for specific information. It promotes utilization of book archives and comprehensive book management. Computer network technology allows duplication of book archives, avoiding repeated classification of archives. Besides, it saves resources and labor while increasing management efficiency. In terms of utilization of book archives, it enlarges the utilization environment for sharing the resources. By broadening utilization scope, computer network technology shows its importance in library development. Informatized book & archive management is based on clear archive categories input in computer after selection of books. When using the archives, librarians can call out the needed archives and print them with printer. Clear and understandable paper files even facilitate development and utilization of book records.

3 SIGNIFICANCE AND CURRENT STATE OF BOOK & ARCHIVE MANAGEMENT

3.1 Significance of book & archive management

Book archives truly and objectively reflect library activities and its involvements in social activities. Being regarded as precious treasure gained in library

management, books and archives contribute to operation and development of library. Firstly, books and archives serve as basis for scientific decisions, and reliable and necessary references for library management and development. Secondly, through analyzing books and archives, more underlying information can be accessed. Therefore, they are able to scientifically purchase and exclude some books. With the scientific management, it is possible to avoid unnecessary waste of book resources and increase its utilization. Thirdly, books and archives provide abundant materials for library's publicity. Analysis and utilization of books and archives lead to more cultural heritage of library, more audiences and more support for library. Finally, comprehensive utilization of books and archives make achievements of management more specific, laying a foundation for scientific and right decisions for library operation and development. Meanwhile, it reduces the operating risk of library.

3.2 Current state of book & archive management

At present, book & archive management still has some deficiencies, which greatly hinder application of computer network technology. Now that some departments and leaders neglect the importance of book & archive management, the book & archive management is still lagging behind. Firstly, the comprehensive, objective and true book archives are produced by the coordinated efforts of every department. Personnel in charge of book archives need to collect and gather information of books in order to process those data. Due to departments' neglect of book & archive management, it is difficult for personnel to timely collect accurate materials of books and library's involvements in social activities. As a consequence, book archives may be inadequate, false and overdue. Secondly, neglect of book & archive management affects utilization of those archives. In terms of practical work performance, work of book archives is often forced to give priority to other works, especially at some special moments. Besides, the software and hardware facilities are not good enough. Computer network technology, the high-tech product, demands good software and hardware facilities to store book archives. Otherwise, utilization and confidentiality as well as development of book archives will be affected. Thirdly, neglect of book & archive management leads to lack of a sense of collecting materials and book information, resulting in inadequate data. Arrangement of those materials is consequently in

chaos. In addition, utilization of books and archives will be affected while book and archives may be lost or leaked.

There are not well-developed systems and regulations, causing difficulties forming standard system for book & archive management. In this regard, book archives were affected in terms of formation, development, utilization and resource sharing. Additionally book & archive management lacks professional talents. Most of personnel are temporarily drawn from other departments or in charge of other positions at the same time. Therefore, most of personnel are not professional talents, resulting in the lack of continuity of book & archive management. Materials are not collected smoothly due to noncooperation of some departments. Book & archive management has difficulty keeping a stable and long-term development. Meanwhile, with development of book & archive management, computer network technology is applied into this management. Personnel are required to be equipped with more extensive knowledge and skills. Besides the skills for collecting books and materials, computer skills for inputting and publicizing are needed. Nowadays, resources of books and archives are supposed to be confidential, though they should be shared. Book archives ought to be encrypted in order to prevent a leak, requiring personnel to know professional knowledge of computer network technology. From the above, it is true that lack of computer skills is one of the major factors leading to demand for the professionals in Information Age. Under context of digital age, digitalization of book archives causes problems on confidentiality and security, though it really promotes inquiry, utilization and development of archives. For example, most digital archives are easily found and changed. Therefore, it is necessary to protect original records and legal documents of books. However, inconsistency between paper files and electronic archives grows as another problem faced by book & archive management.

4 APPLICATION OF COMPUTER NETWORK TECHNOLOGY

4.1 Informatization of book & archive management

Book & archive management inevitably follows the trend of informatization which effectively saves lots of labor and materials, promoting development and

utilization of books and archives. In the Information Age, application of computer network technology demands a more rigorous and standardized management system, in order to guarantee a good effect of informatization. First of all, working team should be refined, forming a solid foundation based on talents for the informatization of book & archive management. In terms of personnel selection, library needs versatile talents with good ability and integrity. Versatile talents have skills of book & archive management. They can also apply proficiently computer network technology, ensuring a growth in efficiency of informatized management, and the stability and security of book & archive management. Meanwhile, much attention ought to be paid to talent cultivation. Library's personnel should receive regular skill training which helps them review previous knowledge. Regular skill training mainly aims to inform personnel of standardized management system and some new and advanced skills of book & archive management. Secondly, it is important to pay attention to development of technologies of book & archive management. Library needs to provide good hardware and software facilities for application of computer network technology, in order to strengthen informatization of book & archive management. At last, informatization of book & archive management cannot be developed without a scientific and well-developed management system, and a standardized and unified management pattern.

4.2 Scientific application of computer network technology

Computer network technology is the main applied technology in book & archive management. Modern book & archive management makes much progress in collection and utilization of books, materials and information, with application of computer network technology. Collection and classification of extensive and various books and materials are the first step in the management. Then, data will be summarized and stored in computer whose strong memory is undoubtedly able to store the data. In terms of utilization, functions of the internet such as retrieving are used to search information. In order to use the information, selection and output by human must be conducted. Application of computer network technology greatly saves sorting and searching time, promoting collecting work and utilization of books and materials. Moreover, it also ensures library the abundant information of books and archives.

Computer network technology liberates personnel from heavy work of material classification, promoting work efficiency and conservation of labor. Therefore, personnel get a chance to make more efforts in development and utilization of books and archives. For example, readers can get archives of books – the records truly reflecting contents and inventory about books – as long as they enter key information of books. In this way, borrowing procedures are simplified and reader's selecting and borrowing a book becomes more convenient, increasing management efficiency. Electronic database of archives of books achieves file integration. Under the guidance of electronic archives, it is easy to find certain files and archives quickly and accurately. In addition, informatized management of books and archives makes full use of computer network technology, achieving the goal of sharing archive resources. Some books and archives succeed in avoiding being repeatedly collected and processed. Book & archive management combines retrieval and utilization as well as service scientifically, with books and archives being widely used. Informatization of book & archive management not only enhances efficiency and effect of management, but also makes full use of books and archives.

5 CONCLUSIONS

Application of computer network technology is a means of promoting development of book & archive management during practical work. To apply computer network technology, it is essential to combine applied skills and characteristics of book & archive management. With the combination, best effect will be achieved. Therefore, progress will be made in terms of the development and utilization of books and archives, and the comprehensive library management. In addition, application of computer network technology will firmly support stable and sustained development of library.

ACKNOWLEDGEMENT

This study was funded by Research on Patterns for Regional Universities' Digital Archives Based on Cloud Computing, A Provincial Research Project on Archives in Colleges in Jiangxi Province, with Grant Number: Jxgxdakt-2012034.

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