

**MICROSOFT EXCEL[®] AS A COLLECTION MANAGEMENT
AND SEARCH TOOL IN SMALL LIBRARIES**

**A thesis submitted to the Central Department of Library and Information
Science in partial fulfillment of the requirements for the Master's Degree in
Library and Information Science**

Submitted by

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LETTER OF RECOMMENDATION

This is to certify that Mr. Nimal Man Shakya has prepared this thesis as approved format of this department entitled '**MICROSOFT EXCEL AS A COLLECTION MANAGEMENT AND SEARCH TOOL IN SMALL LIBRARIES**' under my guidance and supervision. I hereby recommend this thesis for acceptance and evaluation for examination.

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LETTER OF ACCEPTANCE

This thesis entitled '**MICROSOFT EXCEL AS A COLLECTION MANAGEMENT AND SEARCH TOOL IN SMALL LIBRARIES**' submitted by Mr. Nema Man Shakya for partial fulfillment of the requirement for Masters in Library and Information Science is hereby accepted and approved.

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ABSTRACT

This study entitled “Microsoft Excel as a Collection Management and Search Tool in Small Libraries” is on the usefulness of Microsoft Excel on collection management, integration and search tool in small libraries. The research indicates creating, organizing, and implementing the system for management and retrieval of the library’s collection/ inventory via computer application software Microsoft Excel is user friendly as well as saves time, money and manpower. The specific objectives are as to analyze the present status of automation in libraries specially higher secondary and bachelor level colleges, to assess existing automation system, to give detail knowledge about the application software viz. MS-Excel functions, to find-out users opinion about existing library database and to find out the strength and weakness of this application software.

In this study, 52 related literatures were consulted about the library; small library, information technology, electronic resources, softwares, collection management system, search tool, Microsoft Excel & its uses etc. In focus of study brief descriptions on technological development in library, computer introduced in libraries of Nepal, automation barriers, Microsoft Windows and Office, Microsoft Excel 2003, introduction of respondent colleges, collection management and search tool were described. In research methodology, descriptive as well as exploratory research design was followed. The data were primary and secondary in qualitative and quantitative format. Questionnaire, interview and observation method has obtained to take the primary data and two types of questionnaires were prepared, one for librarians of each sampled library (i.e. 16 respondents) and other for users (faculty, students and staffs; i.e. 40 respondents) of those libraries. The scope of this study has been limited to randomly selected 9 higher secondary and bachelor level colleges in Kathmandu valley; Campion Academy, Campion College, Campion Kathmandu College, Ace Institute of Management, Ace Higher Secondary School, Ace A-Level, Moonlight Higher Secondary School, Nesfield International College and Saurya International H.S. & College libraries where the researcher have tried to expose their collection management system and search tools used. Visiting libraries, making their users and library staffs familiar with the study and preparing them to answer those

questionnaires was some attempts made for study within one month of period. All the research work and data covers the time period from January to March 2011. This study is limited with the time and resources too. The responded 56 questionnaires from all the sampled libraries and users of those libraries were organized, tabulated and analyzed. 23 tables and 10 figures were included in tabulation and analyzed section. The last chapter is about summary, conclusion and recommendation.

Majority of libraries were established in the past ten years. All the libraries have got computers and Excel worksheets are primarily used as accession register and secondarily for search as well as for collection strength. All the libraries were interested in library automation in some extent. They were in conclusion that library automation is the necessity in the present day, as it can enhance and improve the functions and services of the libraries very much compared to computer application. However, their barriers like inadequate budget, lack of managerial interest, and dearth of technical manpower were also observed. Though this thesis, Microsoft Excel, provides insight into the integration of a collection management and searching system and would be useful to those involved in that field viz; small libraries who are looking to follow suit.

Nemal M. Shakya

PREFACE

This thesis, assigned to me is prepared as a second year's paper of the Master's in Library and Information Science course.

The existence of libraries is judged on the basis of degree of its service of usefulness. Basically the functions of library include acquisition, organization and dissemination of information. The acquisition function involves the collection building and proper selection of materials that can represent the real needs of users. The reading materials that are acquired through limited budget and proper selection procedure have to be organized in such a manner that right information can be disseminated to the right person at a right time. Therefore, the value or utility of a library is influenced by the holdings of relevant information and the proper organization of information. The activity of dissemination of information is very much dependent on the selective acquisition policy and proper organization of materials.

The first chapter deals with introduction, statement of the problem, objective of study, scope and limitation of the study, significance/ importance of the study, definitions of terms/ glossary, and organization of the study. Likewise, the second chapter deals with related literature are reviewed about the library; small library, information technology, electronic resources, softwares, collection management system, Microsoft Excel & its uses etc. In chapter three, focus of the study and detail description about the field area is described. Questionnaire method has obtained to take the primary data and two types of questionnaires were prepared, one for library staffs of each sampled library and other for users (faculties, students and admin. staffs) of those libraries. The questionnaires were responded from all the sampled libraries and users of those libraries in short span of time due to available of the researcher on the spot. Those returned questionnaires are organized, tabulated and analyzed.

The documents cited for the study has been attached with the study for the further information as a reference sources. Some important figures which could not be incorporated with the study are attached herewith as annexes.

It is stressed in this study that if the existence of libraries is to justify, various information services must be provided so that users can be benefited. In this context, Microsoft Excel can play a vital role to enhance and widen their facilities and services to the users in collection management and retrieval process to those libraries which has inadequate budget, dearth of technical manpower and lack of interest of the concern authority. Generally, this type of research study is not found in Nepal. Hence it is expected that the study would arouse a sort of attention and interest upon the field itself and of course, somehow contribute enhancing library development in Nepal.

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LIST OF ACRONYMS / ABBREVIATION

<u>Term</u>	<u>Meaning</u>
®	Registered
AHS	Ace Higher Secondary School
AIM	Ace Institute of Management
AV	Audio Video
CA	Campion Academy
CAS	Current Awareness Service
CC	Campion College
CD-ROM	Compact Disk-Read only Memory
CDS/ISIS	Computerized Documentation System/ Integrated Set of Information System
CKC	Campion Kathmandu College
DVD	Digital Versatile Disk or Digital Video Disk
ICIMOD	International Centre for Integrated Mountain Development
IT	Information Technology
KUCL	Kathmandu University Central Library
MLISc.	Master in Library and Information Science
MOLIHSS	Moonlight Higher Secondary School
MS-Excel	Microsoft Excel
SDI	Selective Dissemination of Information
SOUL	Software for University Libraries
TU	Tribhuvan University
TUCL	Tribhuvan University Central Library
UGS	Under-graduate School
WINISIS	CDS/ISIS for Windows