# CHAPTER – I

# INTRODUCTION

## 1.1    Background of the Study

A library is a collection of sources, resources, and services, and the structure in which it is housed; it is organized for use and maintained by a public body, an institution, or a private individual. In the more traditional sense, a library is a collection of books. Modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. They are extending services beyond the physical walls of a building, by providing material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amounts of information with a variety of digital tools. (Wikipedia website, 2011)

### 1.1.1   Libraries

The invention of language was one of the most important developments in the early history of a mankind. Spoken languages, which symbolize meaning by sound, permitted man to convey message to his cotemporaries, and to transmit them orally from one generation to the next. Written language, which symbolized the meaning by letters of the alphabet, was even more important. It permitted knowledge and experience; both real and imaginary, to communicate without the physical presence of their author and to be passed on to later generation without the necessity of memorizing them.

Libraries came into existence as a hobby of collections. The collections were primarily art objects and written documents. Then libraries served the society where people could get knowledge and entertainment from it. Today, it has served as the provision of information, education, research and recreation.

"Libraries are the collection of books and other forms of records housed, organized and interpreted to meet broad and varying need of people for information, knowledge, recreation and aesthetic enjoyment." (Encyclopedia Americana, 1965)

The library is an important part in the social, political, economic and cultural development of the society. It has a significant role in the preservation and advancement of culture. They have become social necessity to provide the knowledge and information to civilize the society.

### 1.1.2 Types of Library

According to the type of collection, parent organization, users' type, a library has been grouped into various types. In general, libraries can be divided into three types. (Dilli, 1997) They are

1. Public Libraries
2. Academic Libraries
3. Special Libraries

*Public Library*
The public library is an institution for the people, of the people, by the people. It is – for all, without the distinction of caste, creed, class, colour or sex.

According to UNESCO's 'Terminology of Documentation' public library is "a library which serves the population of a community or region free of charge or for a nominal fee".

*Academic Library*
The academic libraries are the next most important libraries which include:

a. School
b. College and
c. University libraries

The academic library differs in purpose, scope and service from a public library and a special library. The main objective of the academic library is to function as an auxiliary of the institution in which it exists. Its main function is to serve the needs of students and faculties in formal institutions.

The main objective of the school library is to create reading habits among the children. The college library provides ample opportunities for self education to the students, besides supplementing the class lectures. University library is primarily concerned and propagation of basic knowledge and ideas as well as their research and interpretation activities.

*Special Library*

It is directly related to scientific and technological research and industrial development. A library which is devoted for a specialised activity such as for the requirements of specialists or of some special institutions is known as special library.

The collection of a special library may contain latest edition of books and current journals of the specific field, press releases, reports, working papers, archival materials, directories, etc.

### 1.1.3   Library Development in Nepal

Books and libraries has become an important part in the development of human civilization. (Setty, 1977) In ancient and medieval Nepal, libraries were considered important centers of learning and a significant medium of education. Many religious and monastic organizations, emperor, kings and nobles have libraries of their own. (Setty, 1977) Books and manuscripts were the social mechanism for preserving religious and secular knowledge of the society. Words such as 'Grantha kuti (Home of Books), Kitab Khana (Department of Books), Jyana Bhandar (Store house of Knowledge), Saraswati Bhandar (Store house of Knowledge) are mentioned in ancient oriental literatures. (Jha, 1970)

Formal education was the privilege of the very few in ancient and medieval Nepal. Libraries and books were few and far among the users. They were an exclusive

possession of royal and class of people. (Sharma, 2060) Manuscripts were written, copied, multiplied and preserved in religious schools and temples. Priests and monks were the preserver and custodian of books. They were the sole authority to interpretation, multiplication and preservation of manuscripts. Copying manuscripts was considered a work of religious merit. There were professional scribers who did large scale of copying. (Jha, 1970)

In modern period, the unifier of the petty states of Nepal, king Prithivi Narayan Shah unified the libraries of Malla kings, Baisi and Chaubisi states, Gorkha palace, Nuwakot palace and various viharas and temples. (Shrestha, 2006) And brought them to the Hanuman Dhoka palace of Kathmandu in 1770 A.D. (Subedi, 1990) Though the concept of librarianship entered in Nepal, the idea of sorting and preserving ancient arts, objects and educational materials was vague till the starting of 20th century. Nevertheless it was in 1812 A.D. that the king Girvanayudha Bikram Shah promulgated the charter (Lal Mohar) to preserve all kind of ancient writings and arts objects. Hence nobody was allowed to take the reading materials stored in the library without permission. Certain preservation measures were introduced and the post of librarian was named as Pustakalayadhyaksha (Chairman). Kedar Nath Pandit was appointed as the first librarian in the history of librarianship in Nepal. During the period, Pustak Chitai Tahabil library has played significant role in the library history of Nepal.

In those decades British Museum was very active and was giving lively service in the western world. Nepali librarians like Pandit Kedar Nath, Khadga Ram Joshi, and Megh Nath Rimal were busy on copying and preserving manuscripts at those decades while western world had taken seed on disseminating printed books and documents. (Karki, 2002)

Only after 1900, Nepal get modern library named after the Prime Minister Bir Shamser called Bir Library. The library was made rich in its collection by adding the books written by foreign writers Bir Shamser had appointed an Indian called Anikchandra Chatterjee as a librarian of the library. He consulted the manuscripts of the library and compiled catalogue of the books and classified them. The catalogue was printed in two volumes in 1905 A.D. Till the date; the western world had

developed different cataloguing codes and indexing system too. (Karki, 2002)

Development in education and establishment of school, colleges indeed enhanced the development of libraries in Nepal. In 1918 Tri Chandra College was established which was the first college of Nepal dedicated for higher education. Later on some embassy of developed countries in Nepal and non-governmental organizations had started library services. In 1960's the British Embassy started the service. Those libraries had technological advancement. Later on other embassies in Nepal started such library service. Among them Indian library and American Centre is well known.

### 1.1.4   Technologies, and Adoption in Nepalese Libraries

Use of technology is not new for the libraries. From ancient times, library is using one or the other technology related to information generation, production, storage and processing. Xerox machines, book binding, and card punching are some of the examples of use of technology in libraries in older days.

Invention of computer; computer related media and telecommunication is the great contribution to libraries and information centres. A computer is an electronic device that processes data, converting it into information that is useful to people. Any computer – regardless of its type – is controlled by programmed instructions, which give the machine a purpose and tell it what to do. (Norton, 2004) Its introduction was traced in early 80's in libraries in western world and then after in eastern world. It has transformed almost every aspect of how the library, their function and services and also added new activities and challenges.

The typical library contains thousands of books, magazines, reports and other documents which users may wish to borrow. A small library may have several hundred prospective borrowers, while the number of users of larger libraries runs into thousands. (Kalicharan, 1996) Maintaining records of books and borrowers is well suited to a computer system. Using a computer enables library personnel to answer queries about the status of books more easily than if a manual system was being used.

In a computerized library the bibliographical details are to be fed in computer only once, that is at one time and at any later occasion, the computer will automatically locate, sort arrange and print the required information without any loss of time. This will save valuable time of library staff, which then uses to devote in doing repetitive jobs. (Pandey, 1990)

The user can call up narrowly defined group of data from the storage and the computer displays the data on its screen. Computerization is the process which changes the tools and techniques to achieve the defined aims and objectives of library accurately. The computerization or application of information technology in library is aimed for better information management and its communication.

The 1995 survey carried out by Indira Dali showed that 47 out of 55 libraries surveyed had computer facilities of which 36 had computerized databases. Among them 16 libraries produced printed bibliography. The survey also showed that 14 libraries had CD-Rom databases, and identifies 13 libraries acting as national focal points, of 4 international, 8 regional and 3 national information networks. (Thapa, 2002)

The Nepal Library Association (NLA) survey found that out of 44 special libraries 21 have computers, 3 had CD-ROM, 19 had computerized catalogue, 4 had network access and 1 had CD-ROM databases. The NLA survey also revealed that 80% of Nepal's libraries have no electronic information services. The budget allocated is also too low and they cannot afford new literature. (Thapa, 2002)  Although manual networking services were in practice, automated networked databases are not yet found in Nepal. But no doubt, so far, certain changes have been taken place in the library and information field in Nepal.

## 1.2    Statement of the Problem

Library is a place comprises systematic arrangement of information materials with facilities, services and their institution is responsible for their preservation. The development of computer and communication technology and related peripheral media has dominated traditional functions and services of libraries and information

centers with new concept. But most the Nepalese libraries and information centers are passing through a very critical phase. They are still dependent on manual system to perform most function and services. Some well-known libraries have implemented some technologies, basically computers and related peripheral media but they have not performed optimally.

Since, it is forced to adopt modern information technology to cope with time. However, the libraries have very few professionally-trained staff with respect to library collections, and services as well as they do not have adequate or distinguished budgets and little managerial interest. As a result, libraries have not been able to address the users' needs and demands on time.

As a result, most of the libraries and information centers have not been able to explore new technology. As the time changes, the status of the society is also being changed. Therefore, the role of libraries and librarians as being of ancient could be changed spontaneously towards computerization and automation.

**Research questions:**
1. To what extent, college libraries use MS-Excel as search tool?
2. How college libraries are practicing MS-Excel in their library management?
3. What are the opportunities and barriers in using MS-Excel in college library?

## 1.3    Objectives of the Study

The general purpose of this study is to minimize the cost, manpower and save the time of both the user and the staff of Library and Information Centre by giving right information to the right people at the right time. Such things would be possible only if the databases are prepared on a format that helps to search and inventory management. So, the study mainly focuses on these subjects to make accurate, fast and easy by using Microsoft Office's application software MS Excel.

The specific objectives are as follows:

1. To analyze the present status on automation of libraries specially higher secondary and bachelor level colleges,
2. To assess existing automation system,
3. To give detail knowledge about the application software viz. MS-Excel functions,
4. To find-out users opinion about existing library database,
5. To find out the strength and weakness of this application software,

## 1.4    Significance of the Study

This study advocates that MS-Excel is effective and efficient management and search tool in libraries. It helps to establish good relationship between the library and its users. It would also greatly assist for making decision whether to switch over into automation or not.

The study will not only reveal the present condition on Nepalese libraries but also clarify problems facing by various libraries and how these problems can be reduced.

The libraries that are about to be set up will get useful suggestion from the study.  So, the study holds significant role to get inspiration to think over the service by the librarians and people who are interested to know and research on it.

## 1.5    Scope and Limitation of the Study

The scope of the study is to be able to find-out collection strength, manage the inventory and facilitate in search. It intends to emphasize the need of library automation too.

The study is focused on 9 academic libraries viz. some higher secondary and bachelor level colleges in Kathmandu valley. It does not cover public, special and university libraries and other types of libraries in Kathmandu Valley and libraries in other parts of Nepal. These libraries represent as sample for small libraries. It can be said that in

Nepal, libraries are still at the developing stage and majority of well organized libraries are Kathmandu Valley based. In this context, small libraries may use good example from this system.

There are different program, softwares are available in the market but due to economic limitations and technical know-how that one has to choose the suitable program. This study is particularly concerned with MS-Excel 2003 application. On version 2003 Excel worksheet, it has 256 columns and 65,536 rows. So, it caters a collection range 1 to 65 thousand and some 5 hundred books only. Therefore this study is limited among those libraries which are using MS-Excel and holdings are up to 65,536 copies. It also seems that the users can modify or delete the worksheet, records.

It was attempted to collect data through 2 types of questionnaire within one month. 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. All the research work and data covers the time period from January to March 2011. So, this study would be limited with the time and resources too.

## 1.6    Definition of the Terms

**Auto Filter**
Used to show the required data only, by hiding others.

**CDS/ISIS**
Computerised Documentation System/ Integrated Set of Information System for generalize information storage and retrieval system developed, maintained and disseminated by UNESCO. It is being used for cataloguing job of library.

**Cell**
The intersection of a column and a row.

**Database**

It is a collection of data or information organized for rapid search and retrieval, especially by a computer. Database is structured to facilitate storage, retrieval, modification, and deletion of data in conjunction with various data-processing operations.

**Descriptive Research**

It is a fact finding operation, searching for adequate information. It is conducted to assess the opinions, behaviors or characteristics of a given population.

**Field**

In a database, the part of a record reserved for a particular type of data; for example in a library catalog, author, title, ISBN, subject headings, etc. would all be fields.

**Freeze**

Lock the row or column data headings while working with a large sheet.

**Information Retrieval**

Finding documents or the information contained in documents, in a library or other collection, selectively recalling recorded information. Classification, indexing and machine searching are all systems of information retrieval.

**Information Technology**

The term Information technology most popularly IT encompasses the methods and techniques used in information handling and retrieval by automatic means. The means include computers, telecommunications and office systems or any combination of these elements.

**Keywords**

In information retrieval systems, it refers to the significant word in a phrase; used for significant word in a title which is describing a document.

**Library**

The term used for a collection of books and other information materials which have been kept for reading, study and consultation.

**Library automation**

By using computer hardware and software the library jobs can be done automatically. Such advanced technological application in library services is known as library automation.

**Library software**

Software is a program that is prepared by man himself using some programming language. The programming makes repetitive jobs done automatically. Library software is prepared mainly targeting on the household jobs of library like acquisition, cataloguing, circulation etc.

**Microsoft Office**

It is a proprietary (i.e. non-free) commercial office suite of inter-related desktop applications, servers and services for the Microsoft Windows and Mac OS X operating systems, introduced by Microsoft in 1989. Initially a marketing term for a bundled set of applications, the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

**Open Access**

Refers to book stacks to which users have free access to browse and retrieve items on their own, as opposed to closed stacks/ access.

**Sort**

Arrange the required data range either in ascending (A-Z, 0-9) or in descending (Z-A, 9-0) order.

**Pane**

A separate section of your worksheet window resulting from splitting your window.

**Software**

Generally, programs loaded into a computer from external mass storage but also extended to include operating systems and documentation.

**Split**

To break the worksheet into two parts so, that you can able to compare and work with different part of worksheet at once.

**Status Bar**

The bar at the bottom of the screen that displays information about currently selected command, the active dialog box, the standard keys on the keyboard, or the current state of the program and the keyboard.

**Subject**

Refers to the theme of themes of book, whether stated in the title or not.

**WINISIS**

It is the window version of CDS/ISIS, also propounded by UNESCO.

**Workbook**

An Excel file where the user store the data.

**Worksheet**

Grid of cells made up of horizontal rows and vertical columns. The primary document that you use in Microsoft Excel to store and work with data is called a worksheet. A worksheet is always stored in a workbook.

## 1.7    Organization of the Study

This research study has been divided according to the given format of library department into six chapters.

The first chapter deals with the introduction of the study which includes background, statement of the problem, objectives, scope and limitation of the study, significance definitions of terms and this heading itself falls.

The second chapter deals with studies of the relevant literature i.e. review of literature. It is considered as an important chapter.

The third chapter is mainly devoted for understanding of the subject where the study is specifically and minutely presented from past to present. It is also especially known as focus of the study.

The different research methodologies and procedures such as research design, population, sampling, data collection and data analysis have included in the fourth chapter.

The fifth chapter deals with analysis and presentation of study where the findings are presented in different way such as different type of diagrams and tables. This chapter evaluates our objectives and hypothesis which were created at the initial stage of the study.

Chapter six the final chapter discusses the findings of the study. The summary of the finding, conclusions and recommendations are included in this chapter.

As the front matter of this research, there are various preliminary pages, which include title page, recommendation letter by dissertation supervisor and acceptance letter by department. Acknowledgement, abstract of research, preface and catalogue of dissertation, table of contents, list of tables, list of illustrations, list of appendices and list of abbreviation of terms are also included. At last there is an arranged appendix which includes APA format bibliographies, Bio-data of researcher, and list of questionnaires.

**REFERENCE**

Dali, I. *Bibliographic database and networks with reference to Nepal.*

Dilli, K.T. (1997). *Basics of Library and Information Science.* New Delhi: Vikas Publishing House.

Encyclopedia Americana (1965). Library. In *Encyclopedia Americana* (Vol. 17, p. 353) New York: Americana Corporation.

Jha, H.N. (1970). *The Licchavis of Vaisali.* Vanarasi: Chowkhamaba Sanskrit Series Office.

Kalicharan, N. (1996). *An introduction to computer studies.* Cambridge: Cambridge University Press.

Karki, M. (2002). History of Library Development in Nepal. *TULSSAA: A Journal of Library and Information Science*, 2 (2): 1-8

*Library* Retrieved March 10, 2011, from Wikipedia website: http://en.wikipedia.org/wiki/Library

Norton, P. (2004). *Introduction to Computers*. New Delhi: Tata McGraw-Hill.

Pandey, S.K. (1990). *Fundamentals of library automation.* New Delhi: SS Publication.

Setty, U.K. (1977). *Librarianship: Change or status quo?.* New Delhi: Vikas Publication.

Sharma, C., & Sharma, N. (2060). *Philosophical and Sociological foundation of education.* Kathmandu: M.K. Publication.

Shrestha, B.K. (2006). Nepal Ma Pustakalaya ko Awastha ra Chunauti. *TULSSAA: A Journal of Library and Information Science*, 5 (1): 5

Subedi, M. (1990). *Fundamental of Library an Information Science*. New Delhi: Nirala Publication.

Thapa, D. (2002). An overview of science and technology information science. *TULSSAA: A Journal of Library and Information Science*, 2 (2): 10-14

# CHAPTER - II

# REVIEW OF LITERATURE

Literature review is a kind of survey, scholarly articles, books and other sources (e.g. dissertations, conference proceedings) relevant to a particular issue, area of research, or theory, providing a description, summary, and critical evaluation of each work. The purpose is to offer an overview of significant literature published on a topic. But not only above is sufficient at present days, reviewing in web and digital site also helpful to topic presentation and fact finding process. The literature reviews are tools that are used through out a research study. Mostly in social sciences literature review play vital role as articles, journals, books, digital mediums information etc.

No one has conducted such investigation on Application Software before. This research is the first of its kind. The researcher has made an effort to present a brief review of literature on the topic to make the study authentic, stronger and finds the foundation for.

The libraries have been in existence from the beginning of the civilization or better still form the time when man learnt the art of recording and communicating ideas. Development of libraries is related to the educational, cultural and industrial development of a nation. Libraries are the life line for research and academic scholarship and spread of literacy and formal education. Computer is one of the most powerful tools ever designed by man to solve problems that involve computing and processing of data. It can manipulate and transform all kinds of data at a tremendously fast speed without a mistake. (Dilli, 1997)

He writes that computers can be used to perform some of the traditional activities such as acquisition, serial control, cataloguing and circulation, and some related fields such as information retrieval, automatic indexing, abstracting, automatic textual analysis and resource sharing through networks. Solution to staff shortage and reduction in mistakes, higher rate and better quality of tasks, reduction in time, saving in cost in personnel and cost effective, better control over records, large data can be handled with ease and accuracy are few points he mentioned on benefit point of view.

Hence the application of computers in libraries and information centres has brought new dimensions to the users' services.

T.M. Dahal (1998) has mentioned that in the age of information technology; in our everyday life as well as most of the offices or the system of organizations require scientific documentation of information resources. The use and effectiveness of computerized information system is an essential factor, to organize, dissociate and provide information services and to integrate or mobilize the system towards development process.

The basic aim of any library is to provide maximum opportunities to its reader for optimum utilization of available resources which can be achieved by many means. One of them is information technology (IT). With the use of IT library function and services can be improved. IT provides better, quick, efficient, reliable and effective service to all information users.

As per the changing times, library must have collection of e-materials, well developed databases and the access of Internet so that to provide better and fast service to their users. It is the duty and challenge for the librarians to learn about these modern technologies and the new form of information materials whereas the printed information materials could also not be ignored. They need to retrieval of printed and electronic resources (Vaidya, 2002)

Computers have now become an integral part of our everyday life. They are coming to the aid of human beings in several ways. Library and information centres are not exception for the onslaught of computer. The availability of low priced mini (micro) computers in the 1980s has encouraged a large number of libraries and information centres to automate their activities and services. In order to provide right information at the right time to the right user in the right format, there is a need of the right combination of the data management techniques, computer communications and printing technologies. The challenges and attention to the information professionals is to how effectively and efficiently one can make use of the available technologies.

The rapid implementation of technology has changed the life style in every sector of

human beings. It has transferred nature and quality of work. This has great impact on the quality of working life, job satisfaction, client relation, self-esteem, morale, and pace of work and the control of organizational functions. One cannot do anything without it touching some aspect of our life. The impact of technology depends on its utility methods, how and why it has used, rather than on the technology itself. (Horsfall, 2007)

In the last century, libraries were the guardians of human knowledge. With the advent of the electronic era, automated systems brought an improvement in the management of library collections and services. Microsoft Excel helps in managing diverse library resources and provides better and wider access to resources.

The computer is able to do nothing until it is instructed by software. Although computer hardware is, by design, general purpose, software enables the user to instruct a computer system to perform specific functions that provide business value. There are two major types of software: systems software and application software.

Systems software is a set of instructions that serves primarily as an intermediary between computer hardware and application programs, and may also be directly manipulated by knowledgeable users. Application software is a set of computer instructions that provide more specific functionality to a user. That functionality may be broad, such as general word processing, or narrow, such as organization's payroll program. (Turban et al., 2005)

Library Collection Development is the process of meeting the information needs of the people (a service population) in a timely and economical manner using information resources locally held, as well as from other organization. (Evans, 2000)

Collections are developed by librarians and library staff by buying or otherwise acquiring materials over a period of time, based on assessment of the information needs of the library's users. In addition to ongoing materials acquisition, library collection development includes:

   ⸝ the creation of policies to guide material selection

〕 replacement of worn or lost materials

〕 removal (weeding) of materials no longer needed in the collection

〕 planning for new collections or collection areas

〕 cooperative decision-making with other libraries or within library consortia. (Wikipedia website, 2011)

The managing a library collection require an accurate, up-to-date collection management system. Using Microsoft Excel allows the user to accurately manage and update the information about the collection. It can be widely used for planning and management for new collections or collection areas.

Kalicharan (1996) described in 'An introduction to computer studies' about computer, and its uses in different fields. It serves as a gentle introduction to the fascinating world of computers and is intended for people who are being introduced to computer-related topics for the first time.

Gurung et al. (2004) explain in 'A textbook on Information Technology' about computer, and its uses in different fields and use of spreadsheet. The first part deals with the fundamentals of computer and information technology related topics. The second part deals with the application.

Norton (2004) opines on 'Introduction to Computers' that spreadsheets have made tools such as typewriters and ledger books obsolete. Spreadsheets give us fast access to numerical data analysis. Analysis can help you reach a desired numeric result. Goal seeking and sorting are other common data analysis tools found in spreadsheets.

'Fundamentals of Computer Science and Communication Engineering' book covers the essentials of Computer Science and Communication Engineering from the history to computing to developments in the Internet, e-mail and WWW. A chapter 'Careers in Computer' gives insights into what is in store for a computer professional and what sort of academic preparation one should make to become successful. (Leon, & Leon, 1998)

Saxena (2003) on 'A first course in Computers', Baral (2009) on 'Advanced Computer basics' write about Computers, DOS, Windows and MS Office packages. These readings are learner's guide which provides detailed information on how to use a computer. This intends to serve as a ready reference manual on computing technology. On Excel basics, the writer, Sanjay Saxena, had given very good tips titled 'Some Do's and Don'ts' which is the visualization of computer work before creating spreadsheet.

Pradhan and Chhetri (2002) given the step-by-step instructions on 'Select Computer Science' volume to learn and access to computer. The user will be able to say "Know Computers" instead of "No Computers". It specifies how to use different computer applications to write letters, prepare invoices, make tables and graphs, maintain records, create presentations, surf the Web and send e-mails etc. in very practical basis. The later chapters dealt with the careers related to Computer profession.

Bazin, Desmarais and Schuster (2006) suggest the application of information technology (IT) in the collection management of periodicals. Using Microsoft Access, they have created a system that allows accurately managing and updating all pieces of information about the periodicals collection in a comprehensive database program.

According to them, through the creation of database in containing the fields of journals viz, title, Price, ISSN, Cancelled by, Print holdings can help make decisions regarding the cancellation and retention of periodical titles. In this paper the authors speak out that the collection management system provided the librarians with information required to integrate the periodical collection. It allows the academic departments to manage the periodicals titles in their respective areas and to make decisions about which periodical titles they would like the library to subscribe to or cancel. It also allows the library to inventory the collection. With the help of this database, the reference librarians use it to assist patrons, recommend changes in the collection, and to keep track of which titles are available electronically. The library administration uses it for budgetary and collection management purposes. In addition to these, the database also allows the librarians to provide to the academic departments and programs lists of the periodical titles to which the library subscribe to support their course. It also facilitates the decision about which current periodicals

to display and generates statistics on a variety of information about the collection, such as how many titles fall within a certain group of subjects.

Hangsin and Safaf (2001) in their article 'FoxPro 2.5 Based Serial Management System' discuss the different forms of serial publications and the ever-increasing trend in the number of publications over the year. They justify the necessity of serials in academic and research libraries despite the huge expenditure incurred in their subscription and consider the problematic nature in acquiring, managing and preservation of serials. In keeping view of the above nature of periodical, they mention the use of FoxPro 2.5 for windows to create the Serial Management System (SMS). According to them, the FoxPro 2.5 based SMS uses the relational database management system to link complex data relations and FoxPro inbuilt screen builder is used to create user-friendly interfaces. In this system, they describe the 9 database files used after simplification of the data structure and discuss each module with its corresponding sub-modules, the input/output designs with pictorial presentation and the ways for accessing them. They conclude that the attempt to automate the serials management was successfully achieved.

The authors describe that the need of serial management system (SMS) is prompted by the complexities involved in managing serial publication. An attempt is made to develop software that will manage and process the serial section of a library. In due course time it is intended that software will cover all sections of the library.

The Database design:
It involves a process called normalization which is used to refine data structuring. In the design, "Data are grouped in the simplest way possible so that later changes can be made with a minimum of impact on the data structure. When too many attributes are grouped together to form entities, some attributes are found to be entities themselves. Further normalization of these entities into attributes linked by common data elements to form relationships improves the effectiveness of the DBMS. Each database file has one or more unique keys that help in identification and seating relations between files. For examples in the 'master database file' the field 'supplino' is a unique key used to link the supplier database file. Therefore, such fields used for linking files are unique keys and reduce data dependency. Altogether nine database

files are used and some of them like the use database file can be shared with other sections other than the serial section.

In this system, altogether 9 database files each with sub-files are used which are as follows:

1. The Master Database File
2. Budget Database file
3. Departmental Budget Allocation File
4. Payment Database File
5. Publishers' Database File
6. Supplier Database File
7. Department Database File
8. Volume and Issue Database file
9. User Database file

The Module Design:

It consists of 6 sections namely – Master, Finance, Reminder, Search, Tools and Reports. Each of these modules has sub-modules and the number of sub-modules varies from 1 to 4 sub-modules.

The authors conclude that FoxPro 2.5 SMS software has been tested successfully and capable in handling complex databases owing mainly to its relational setup. The interfaces developed are user-friendly and searching can be made more powerful in future by allowing Boolean search and search through dictionary of terms or vocabulary control tools. With application of FoxPro 2.5 SMS, the serial management in a library with a large number of journal collection and acquisition can be done in an effective and efficient manner.

The Kansas State Library; Local Library Development Division (2002) has published a report on 'Marketing the small Library' in which they have defined the meaning of small library and strategic marketing plan to obtain the funds and resources for those small libraries.

This publication is written for public libraries that serve populations of less than 8000. While it covers marketing techniques used by libraries, it starts with the essential preliminary steps of community study and library evaluation. It also has a very heavy emphasis on using human resources to help market the library.

Most small libraries have highly inadequate funds to spend on hours, staff, materials and electronic information access. The small public library has very little money to spare for community analysis or for marketing campaigns. But in a small community, a library can take a very personal approach to reaching community leaders, library users, video consumers, audio book consumers, and parents of small children or any other targeted audience.

In marketing the Library, the supreme importance is planning. Studying the Library, community, and use of information are basic requirements. Then, it is done through human side, which covers local government, community leaders, library users and targeted audience. Traditionally, when librarians have talked about marketing, they have talked about public relations. They have talked about ways to use publicity and programming to make the library's services more visible in the community.
In recent years, there has been a change in the way librarians approach marketing and many of these changes have come from the business world. There has been more emphasis on:

- Studying the needs of library users
- Communicating with library users to find out what they want
- Studying the ways in which library collections and services are offered to the
  public
- Customized customer service

The library staff and board should consider how to market the library's most basic services. These can include the facility, the collections, information access, community information, programs and extra services such as public telefax or public Internet access. None of these will have adequate visibility to the public without marketing and public relations. Marketers speak of showcasing a collection. In small library terms, that usually means publicizing a specific collection or

displaying part of the collection so it can be discovered by the library users.

When a library user has a specific need for information or entertainment, modern information retrieval should allow access to what the library has. Modern information retrieval involves not just the catalog, but space use, collection maintenance, excellent signage and labels on books and other materials.

Marketing a collection goes beyond easy access to showcase segments of the collection and bring them to the public's attention. This increases the circulation of the collection and increases the value that will be placed on it.

When a small library makes a commitment to market the library's programs and services, they have to consider their best tools for marketing. This is something that varies widely from community to community. Small libraries have used a variety of techniques and tools for marketing and public relations. It includes marketing with the media, self-publishing, marketing through electronic information, meeting with groups to design customer service and community fundraising.

A good public library wants to serve as many people as possible as well as possible. But it is also true that a good public library's service area is full of people who can help the library. The challenge is finding out who these people are and enlisting their support. It can be achieved through a good staff, volunteers, trustees, friends, active library users, computer buffs, local artists, speakers, fundraisers, and members of the target audience.

Therefore, this publication makes two critically important points:
1.    Effective marketing can be done on a shoestring and, in a small library, usually has to be.
2.    In a small public library, marketing is an excellent use of library staff time and results in better library service.

OCLC Small Libraries Advisory Committee (2009) has published a final report on 'Affordable OCLC library services for small libraries through Library in a Box' in which OCLC mentioned about small library and their services to them. OCLC has the

products and services to transform small libraries. Smaller libraries need a pricing model, interface, and training that can bring them into their cooperation. Smaller libraries are the next frontier for OCLC. In viewing this small library model it is important to view small "Library in a box" members as an aggregate.

The Library in a Box is a package of services brought together for the small library. Type of library is not the issue, but the size of the library is. Those libraries receiving Library in a Box services would have several of the following characteristics:

☐ Small in size
☐ Run by small staff often without formal training in librarianship
☐ High staff turnover (i.e. a new librarian each year)
☐ Isolated geographically
☐ Not a member of a library consortium.

Lirong (2007) in his project report entitled 'Inventory management system using distributed system approach' opposed the use of Microsoft Excel. In his project the current system, system auto trigger on working standard set expired date. The current system is developed using Microsoft Visual Basic 6.0 and Microsoft Excel as database. It only has one function, which is trigger users about the expired date of working standard set.

Current system, system auto trigger on working standard expired date is not able to retrieve data from multiple Excel worksheets. This means that all data must enter in the same Excel worksheet. It is not a good solution to keep all different data in one excel worksheet as it is hard for users to make changes or to search for related data.

Besides, the Excel worksheet which acts as database doesn't give a good solution for users. This is due to excel does not allow a blank row occurs in between data. It means that when a blank row occurs in between of data, the Calculate button which used to calculate the remaining days (current date minus expired date) is not able to function properly. In other words, the data after the blank row will not get the correct remaining days.

He further added, current system easily accessed by anyone in the institution. The excel worksheet can be accessed by any staff, users and modification can be done easily. If it is located in a sharing drive, which means that everyone is allow to search, update, and delete the data. Hence, Excel is not suitable to use as database.

Everybody needs information according to his needs and requirements and without this it is difficult to exist or to move ahead. In the past, the social groups were small and their activities – social and economic – were smaller in scale. The available information too was not much. The realization of the importance of information had also not dawned upon them. For the location, collection, processing and dissemination of information in that situation, the existing manual methods were quite sufficient. But with the passage of time the populations grew, bringing in various problems, for the solution of which research activities in various sectors increased many-fold. The manual method in these changed circumstances became inadequate. Machines had to be used to process and disseminate information. Such technologies came to be applied to information storage, processing and dissemination. As a result computers entered the field of information storage and retrieval. Computer application in libraries became necessary.

India is adopting modern information technology though this adoption is not uniform. Progress at the research institutes is fairly satisfactory, but it is poor at the college and university libraries. They are still using conventional methods. With a few exceptions, hardly any academic library has been computerised, even for in-house library routines. (Prasher, 1991) Here he indicates it in the context of India but the system of computerization and automation in Nepal is almost same as India or with other developing countries.

Roy (2006) writes on his article 'How to Create a Microsoft Excel Database' that there are many different types of databases available such as Microsoft Access databases, Oracle databases, MySQL databases and so on but Microsoft Excel also has a form of a database known as a database list. The form of the list is virtually the same as the other databases as the data is under column headings in rows, but after that common point, the Excel database goes in its own direction.

There is one rule we must always follow and that is one excel database per worksheet. Anymore and it just get into lots of trouble. In fact if anyone needs to have multiple excel databases within the workbook simply put each excel database onto a separate worksheet.

The next thing which must be following is that every database lists first row must contain the heading of the list. That is the first row contains field names. Plus each of the field names must be 100% unique. One cannot have two field names with the same name or again this will have a list that will not work. He further added different rules to follow. Excel Databases are particularly useful for summary data that is where the volume of records you have in your database doesn't exceed 65,536 rows. If these rules followed to create an excel database, it will find that the functions associated with the excel database list will work in an effective and efficient manner.

Bharti (2010) writes on his presentation transcript 'Uses & applications of Microsoft Excel in vph research' that Microsoft Excel (full name Microsoft Office Excel) is a spreadsheet-application written and distributed by Microsoft for Microsoft Windows and Mac OS X. It features calculation, graphing tools, pivot tables and a macro programming language called VBA (Visual Basic for Applications). It has been the most widely used spreadsheet application available for these platforms since version 5 in 1993. Excel is included as part of Microsoft Office. He defines different functions of Excel on this article and its uses on Public Health by

- o Organizing the data
  - Using worksheets
- o Protecting the data
- o Cleaning the data
  - Using filters
  - Using data sort feature
- o Evaluating the data
  - Using formulas
  - Using pivot tables
  - Using charts

Posted by Simpo Tech (2010) on 'What is Microsoft Excel used for?' title that it features calculation, graphing tools, pivot tables and a macro programming language called Visual Basic for Applications. With its powerful functions, Excel has been a very widely applied spreadsheet in many fields, this article shows some example on what is Microsoft Excel really used for? i.e.

1. Manage data records like name list
2. Used as an analytical tool
3. Create forms and consolidate results
4. Corporate Budgeting
5. Inventory Management
6. Finding Profit Breakeven

Holmes (2010), eHow Contributor, writes on 'Uses of Microsoft Excel in Mathematics' that Microsoft Excel users benefit from numerous mathematical tools in the program.

Microsoft Excel set the standard for spreadsheet software programs in several ways, starting with its powerful mathematical capabilities. Included as part of the Microsoft Office suite of products, many of Excels helpful functions can easily work with the other programs in the collection. Even individuals lacking advanced understanding in math can perform sophisticated calculations. Creating easier ways to perform even complex mathematical computations makes Excel a practical tool for computer users of all skill levels. Excel's features like AutoSum, Analyzing Data, and Pivot Tables make the mathematical calculations faster and easier.

Therefore, Microsoft Excel has become one of the powerful software application, which is more useful in many libraries, because of the reason; Microsoft Excel is used to manipulate  the records entry, modifying, correcting or editing data, maintain fast access, retrieve and display records, sorting and printing record. This certainly helps the community of working librarians as well as students of library science in their line of work.

**REFERENCE**

Bazin, P., Desmarais N., & Schuster, J. (2006). *Periodicals collection management: Organizing, creating and maintaining a system. Library Management Journal,* 27 (9): 590-99. Retrieved July 15, 2006, from www.emeraldinsight.com/0143-5124.htm

Bharti, A. (2010). *Uses & applications of Microsoft Excel in vph research.* Retrieved March 15, 2011, from http://www.slideshare.net/alokbharti18/uses-applications-of-microsoft-excel-in-vph-research

Dahal, T.M. (1998). *Nepal Information System in Science & Technology (NISST).* Kathmandu: Royal Nepal academy of Science & Technology (RONAST).

Dilli, K.T. (1997). *Basics of Library and Information Science.* New Delhi: Vikas Publishing House.

*Electronic mail.* Retrieved September 7, 2007, from Wikipedia website: http://en.wikipedia.org/wiki/Electronic_mail

Evans, G.E. (2000). *Developing Library and Information Centre Collections.* Libraries Unlimited.

*Google group.* Retrieved September 17, 2007, from Wikipedia website: http://en.wikipedia.org/wiki/Google_Groups

Gurung, J.B. (et al.) (2004). *A textbook on Information Technology.* Kathmandu: Bhundipuran Prakashan

Hangsing, Paokholum, & Saraf, V. (2001). FoxPro 2.5 based serial management system. *Library Herald.* 39 (1 & 2): 117-39

Holmes, V. (2010). *Uses of Microsoft Excel in Mathematics.* Retrieved March 11, 2011, from http://www.ehow.com/list_6597572_uses-microsoft-excel-mathematics.html

Horsfall, K. *The human impact of library automation.* Retrieved May 9, 2007, from http://joan.simmons.edu/~chen/nit/NIT'92/195-hor.htm

Kalicharan, N. (1996). *An introduction to computer studies.* Cambridge: Cambridge University Press.

Leon, & Leon (1998). *Fundamentals of computer science and communication Engineering.* Chennai: Leon TECHWorld.

*Library collection development.* Retrieved February 17, 2011, from Wikipedia website: http://en.wikipedia.org/wiki/Library_collection_development

Lirong, G. (2007). *Inventory management system using distributed system approach.* Retrieved March 1, 2011, from http://library.utem.edu.my/index2.php?option=com_docman&task=doc_view &gid=3144&Itemid=113

Local Library Development Division Kansas State Library (2002). *Marketing the small library.* Retrieved March 2, 2011, from www.skyways.org/KSL/development/marketingthesmalllibrary.pdf

Norton, P. (2004). *Introduction to Computers*. New Delhi: Tata McGraw-Hill.

OCLC Small Libraries Advisory Committee (2009). *Affordable OCLC library services for small libraries through "Library in a Box"*. Final Report. Retrieved March 3, 2011, from http://www.oclc.org/councils/global/small_libraries_final_report.pdf

Pradhan, A., & Chhetri, Y. (2002). *Select Computer Science*. Kathmandu: Nepal Sahitya Prakashan Kendra.

Prasher, R.G. (1991). *Information and its communication*. New Delhi: Medallion Press.

Roy, C.L. (2006). *How to Create a Microsoft Excel Database.* Retrieved March 4, 2011, from http://www.selfseo.com/story-15978.php

Saxena, S. (2003). A first course in Computers. New Delhi: Vikas Publishing House.

Simpo Tech (2010). *What is Microsoft Excel used for?*. Retrieved March 5, 2011, from http://www.simpopdf.com/resource/what-is-microsoft-excel-used-for.html

Turban, E., Rainer, R.K., & Potter, R.E. (2005). *lntroduction to information technology*. New Delhi: Wiley India.

Vaidya, B. (2002).The application of barcode technology. *TULSSAA: A Journal of Library and Information Science,* 2 (1): 1-4

# CHAPTER – III

# FOCUS OF THE STUDY

## 3.1 Technological Development in Library

The socio-economic development of any country is possible through information of knowledge. Libraries are agencies for the dissemination of knowledge in the form of books, documents, journals, audio cassettes, videotapes, CD ROMs etc. to one and all. The basic aim of any library provides maximum opportunities to its readers for optimum utilization of available resources. The librarian should publicize the library for making use of resources. (Dali, 2002) There are many means of making use of library resources. One of them is the use of modern information technology (IT). The user service and the internal management of the library can be improved through IT.

The general purpose computers that became widely available in the 1960s changed all that and made possible the computerized era of library automation system. Most of the systems commonly in the 1960s used punched cards for input. (Encyclopedia of Library and Information Science, 1975) More importantly, the system could now 'remember' storing information regarding book orders in progress. Further the information could be transferred automatically in and out of the computer's 'core' storage as needed for complete operations. The computer could be used effectively for non-numerical work. Writer phrased it a library as a place for storing knowledge under a system that facilities identification and retrieval as needed.

The growth in the sheer mass of published information to be handed has also been offered as an explanation for the increased activities in library automation. It is first introduced by D.S. Harder in 1936. It meant the automatic handling of parts between progressive production processes. (Prasher, 1991) Firstly, it reduces human action and saves labor. Secondly, it increases efficiency and speed in operation.

Blaise Pascal developed a calculating Machine in 1642. Gottfried Wilhelm Von Leibniz developed an improved calculating machine in 1673. In 1725 Bourbon designed a machine which automatically manipulated digital data. Bourbon's scheme

was modified by Falcon in 1728. J.M. Jacquard successfully developed an automatic weaving loom.

The father of the present day, Charles Babbage, developed computer in 1812. The first electro-mechanical computer was developed by Aiken of the Harvard University in 1944. The first fully electronic computer was developed by J.P. Eckert and John Mauchly in 1946. It used 19,000 vacuum tubes. EDSAC was developed in 1949 by Maurice Wilkes. Since then computer technology has been making a steady progress. (Leon & Leon, 1998)

## 3.2    Computer Introduced in Libraries of Nepal

Libraries/information centres have introduced modern information technology especially only after the appearance of computers in late 90's. One of the Institutes of medicine, under Tribhuvan University namely HLMC, is the pioneer institute for introducing computer in 1985 for bibliographic data base management.

Tribhuvan University Central Library <http://www.tucl.org.np/> is an academic library was established in 1959 in which the University itself was established. It has over 300 thousands volumes of documents. The library also has collection of periodicals, audiovisual materials, compact disks, microfilm, microfiche and other form of information materials. It is the largest library in Nepal in terms of collection, services and the number of members.

The library has introduced computer in 1989 but the actual use of computer for library purposes found only after 1992. Accordingly, it seems most of newly established libraries started to use it around 1992/93.

## 3.3    Automation Barriers

There is a huge gap between the developed countries and the developing countries, in almost all aspect of human life and activities. Among most of the factors, the gap in technological development and their access is major one. The main causes of this gap are literacy, finance, and the system. In one side where the developed countries are

busy in finding and developing more and more advanced technologies, the developing countries are still behind the reach of old technologies. Developing countries are facing financial crisis, technical manpower, plan and strategies, etc. And the libraries of developing countries like Nepal are also facing the same problem and barriers in order to develop their activities with the implementation of not only the new and modern technologies but also with the older and existing one.

Where automation seen a vital at this age to meet with the challenges of new technologies. Nepalese libraries are far behind. Some libraries like TUCL, KUCL, ICIMOD Library, have been automated some of its activities. All the libraries noticed to be interested in automating its functions but the problems faced by them are more or less similar. Some of the problems faced by the Nepalese libraries are high cost of equipments, hardware and software, technical manpower, infrastructure, distinguished and insufficient budget, etc. Lack of proper plan, knowledge or modern technologies, managerial and administrative interest have also some barriers.

## 3.4    Microsoft Windows and Office

Windows 98, Windows ME, Windows NT, and Windows 2000 and Windows XP are GUI based operating systems from Microsoft. In General, Windows operating system provides an interface between the programs and the computer system's hardware, by doing the following: Microsoft Windows are based on multitasking principle.

- Providing an easy way to start programs.
- Running more than one program at a time (multitasking).
- Providing a task bar to easily switch between open programs.
- Letting you view more than one program at a time.
- Making it easy to work with files and folders.
- Transferring information between applications.
- Providing network support.
- Providing communication programs for multimedia use and Internet access.
- Providing general use and utility programs. (Gurung et al., 2004)

Microsoft Office is a proprietary commercial office suite of inter-related desktop applications, servers and services for the Microsoft Windows and Mac OS X operating systems, introduced by Microsoft in 1989. Initially a marketing term for a bundled set of applications, the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with shared features such as a common spell checker, OLE data integration and Microsoft Visual Basic for Applications scripting language. Microsoft also positions Office as a development platform for line-of-business software under the Office Business Applications brand. (Wikipedia website, 2011)

### 3.5    Microsoft Excel 2003

Spreadsheets were originally developed for book keeping; however, they are also useful for scientific calculations, data manipulation and for producing graphs. Microsoft Excel includes some statistical functions, but for serious research work a specialised package should be. Excel can also sort and select data; however, for large amounts of data or more complex tasks, a database program should be used instead. It is used in many fields.

### 3.6    Brief Introduction of Respondent Colleges (sampled libraries)

3.6.1   Campion Academy

Campion Academy (CA) < http://www.cgmanipal.com/ca/scholastics.html>, one of the pioneer institutes in 10+2 in Nepal, was established in the year 1995. Since its inception, CA has been imparting quality education to students of 10+2 level in various streams, viz. Science, Commerce and Humanities. The school is situated in Lagankhel, Lalitpur now. Classes run on two shifts, i.e. morning and day. The school has 390 students in total. The school library has 7826 books which caters syllabus and out of course fiction books.

Students get 2 books at a time to borrow for 15 days. Seating capacity is 20-25 users at a time. The library has card catalogue as well as computer database on MS-Excel for books search. The library has open access to users. Their contact number is 5-535131, 5-537959 and 5546865.

### 3.6.2 Campion College

Campion College <http://www.cgmanipal.com/cc/scholastics.html>, is established in the year 1997 in association with Tribhuvan University offers the following academic programmes:

⌡ Undergraduate Programmes (BA/BBS/BBA)
⌡ Masters Programmes (MA in English/ MA in Sociology/Anthropology/ MA in Rural Development/ MBS)

The college is situated in Sanepa, Kopundole. Classes run on two shifts, i.e. morning and evening. The school library has about 5100 books which caters syllabus and out of course books. Students get 2 books at a time to borrow for 7 days. Seating capacity is 25-30 users at a time. The library has card catalogue as well as computer database on MS-Excel for search. The library has closed access to users. Their contact number is 5-521753, 5-531432, 5-531435 and 5-531436. Fax number is 977-1-5535822 and e-mail address is campioncollege@gmail.com.

### 3.6.3 Campion Kathmandu College

Located in the picturesque and serene environment of Gahanapokhari, Tangal, Campion Kathmandu Higher Secondary School (CKHSS) <http://www.cgmanipal.com/ckc/scholastics.html> popularly known as CKC (Campion Kathmandu College) is a co-educational institution committed to excellence in education. Campion Kathmandu Higher Secondary School offers quality education to students in +2 levels in Science, Commerce and Humanities stream.

It was established in the year 1998. The school library has 4025 books on different subjects. Students get 2 books at a time to borrow for 15 days. Seating capacity is 15-20 users at a time. The library has card catalogue as well as computer database on MS-Excel. The library has closed access to users. Their contact number is 4-431494 and 4-431495.

### 3.6.4  Ace Institute of Management

Ace Institute of Management < http://www.ace.edu.np/> is a contemporary, open-minded, conscientious learning center where students at different levels prepare to meet the challenges and opportunities of the 21$^{st}$ century. In ten-year history, it has established a leading institution that is living its vision of enhancing the capacity of individuals and institutions in Nepal to contribute to the nation's development.

In graduate school, the institute has broke new ground by launching the first Executive MBA program in Nepal in 1999, the year of its establishment. MBA program has acquired a distinguished reputation of being the most rigorous and fulfilling experience. In the undergraduate school BBA program is now considered one of the best in the country and BBA graduates have been widely sought after in the employment market. The Centre for Institution and People Development (CIPD), the consulting division of Ace Institute of Management, is another step forward in the institute's efforts of enhancing the capacity of individuals and institutions in Nepal. The launch of Ace A-Level and BBA – Banking and Insurance programs is an additional milestone in continuous endeavor to serve and facilitate learning.

The under-graduate school has about 550 students while the graduate school has 420 students in total. The college runs classes morning through evening. Sinamangal is placed for graduate students whereas Naya Baneshwor is for under-graduate students. Seating capacity is 20-25 users at a time in under-graduate school. The graduate school library applies Computer Excel database while the under-graduate school library has both Computer Excel database and card catalogue as a search tool. The library has open access to users. Their contact number is 4469019 and 4474712. E-mail address is aim@aim.edu.np and fax number is 977-1-4110702.

### 3.6.5  Ace Higher Secondary School

Established in 1999, Ace Higher Secondary School <http://www.ahs.edu.np/> has been under the umbrella of Ace institute of Management. Within a decade, Ace Higher Secondary School has established itself as one of the leading Higher Secondary programmes in Nepal and is best known for its individual centered learning approach. Though the courses covered are as prescribed by the HSEB, the

education board affiliated to, in delivering with no limit to the prescribed course outline but also expose the students to learning through variety of co-curricular activities.

The school is conducting classes only on pure management courses in which students can choose the subjects from elective subjects like Hotel Management, Business Studies, Computer Science, Business Mathematics and Marketing. The school has about 410 students altogether from grade XI and XII. The classes run 7 am to 12:15 pm., Monday through Friday. The school library has 2413 books covering course, fiction and management. Seating capacity is 20-25 users at a time. Card catalogue and Computer Excel database are in use for user's convenience. The library has open access to users. Their contact number is 4-474712, 4104236 and 4104051. Fax number is 977- 1- 4499817 and e-mail address is ahs@ace.edu.np.

### 3.6.6   Ace A-Level

Ace Institute of Management offers the Advanced Level (AS and A2) programme <http://www.aim.edu.np/alevel/index.php> conducted by Cambridge International Examinations (CIE), University of Cambridge, UK. This programme will primarily be focused on management related subjects. It was established in the year of 2008.

Classes are from 8:30 am to 3:30 pm everyday for five days a week, from Monday to Friday. The school has about 60 students altogether from both levels. The library has 1205 books on the subjects covered during the programme. New publications are continuously being added to meet the demands of the programme. The library also subscribes to a large range of management and other journals.  It is located in Sinamangal. Seating capacity is 30-40 users at a time. The school library use Computer Excel database for record keeping and retrieval. The library has closed access to users. Their contact number is 4-110795, 4-110743 and 4-110697. Fax number is 977-1-4110702 and e-mail address is ace@ace.edu.np.

### 3.6.7 Moonlight Higher Secondary School

Affiliated to the Higher Secondary Education Board (HSEB) of Nepal, Moonlight Higher Secondary School (MOLIHSS) <http://www.molihss.edu.np/>, Prayagpokhari, Lagankhel, Lalitpur, is the result of the joint effort of principals of various renowned schools and highly motivated professors, lecturers and educationists, who are qualified, dedicated and experienced. It offers education for the +2 level under HSEB in Science, Humanities and Management streams with extra care in an effective way. It was established in the year of 2007.

The college runs from early morning to late evening, Sunday to Friday. The library opens from 6:30 to 4 pm and students are allowed to visit only in the breaks. The college library is keeping records on Excel application. The library has designed to close access system. The record shows that about 2964 books were purchased for service to users. Rules are strictly been imposed for late returnees. Seating capacity is 15-20 users at a time. Their fax/ phone number is 5-524311, 5-527525 and 5-545654 and can be contacted on info@molhiss.edu.np.

### 3.6.8 Nesfield International College

NICOL <http://www.nesfield.edu.np/> abides by the curriculum prescribed by Tribhuvan University. The college has lunched the courses for Bachelor in Arts (BA) and Bachelor in Business Studies (BBS). It is situated in the same premises of MOLIHSS, Prayagpokhari, Patan. It was established in the year of 2009.

The library has limited stock of 976 books for both faculties. The college library is keeping records on Excel application. The library has designed to close access system. Seating capacity is 15-20 users at a time. Their fax/ phone number is 5-524311, 5-527525 and 5-545654 and can be contacted on info@nesfield.edu.np.

### 3.6.9 Saurya International H. S. School & College

Saurya International <http://www.saurya.edu.np/> takes its name from Little Buddha English School, established in 1997. Saurya offers Plus Two Programs in three major

disciplines: Science, Management and Humanities. It is located in Gairigaon, Sinamangal.

The class hours are 6:20 am through 3:30 pm in two shifts. The college is running its own hostel also. Due to newly opened higher secondary school the library has about 869 books. Few periodicals, journals are available for use in leisure time. Seating capacity is 20-25 users at a time. This college is also following the library collection management system on Microsoft Excel application. The library has closed access to users. Their contact number is 4112047(C) and 4108150(S). Fax: +977-1-4112047 Email: info@saurya.edu.np.

## 3.7 Small Library

The Kansas State Library; Local Library Development Division (2002) has published a report on 'Marketing the small Library' in which they have defined that the small libraries are those which serve populations of less than 8000.

Those libraries have following characteristics:
☐ Small in size
☐ Run by small staff often without formal training in librarianship

Most small libraries have highly inadequate funds to spend on hours, staff, materials and electronic information access. The small library has very little money to spare for analysis. But in a small community, a library can take a very personal approach in reaching library users. The respondent colleges represent the examples of small library.

## 3.8 Collection Management

The library's primary task is to assess, collect, provide access and maintain to relevant and representative information resources which serve the Library users and support their research, learning and teaching.

The collection management policy is a statement of a framework and set of parameters within which library staff and users work. The primary function of the collection management policy is to provide guidance to all staff when selecting and deselecting resources for the collection.

The collection management can be organized in four sections as described below.

**a.** Assess - Know what you need

      1. Identify collection needs

      2 . Conduct an annual inventory

**b.** Acquire - Know how to select and acquire what you need

      1. Identify high-quality materials that meet as per requirements.

      2. Select and order materials for purchase based on criteria.

      3. Follow established ordering procedures.

**c.** Maximize Access - Know how to bring resources and people together

      1. Maximize search capabilities for users.

      2. Publicize diverse resources.

      3. Minimize physical, intellectual and time barriers.

**d.** Maintain - Know how to keep the collection current and functional

      1. Care for library resources.

      2. Eliminate materials that do not conform to syllabus.

      3. Produce records of collection maintenance and development.

      4. Properly handle lost and damaged materials.

      5. Perform occasional housekeeping chores on the collection.

In library, Microsoft Excel is used to know the collection strength and access to those materials more easily and quickly. Using different functions like Sorting, Filtering options can easily organize the same title or author or publication's books in same string which gives the details about the quantity of books by same author, title or publisher.

**3.9 Search Tool**

In library, basically search tools are called for card catalogue and computer catalogue. According to the research, the search tool lies on computer related and purposely for Microsoft Excel. MS-Excel has become the important software to retrieve a piece of information easily. So, it is an economic as well as very preferred search tool in small libraries.

**REFERENCE**

*About Ace A-Level.* Retrieved March 7, 2011, from

    http://www.aim.edu.np/alevel/index.php

*About Ace Higher Secondary School.* Retrieved March 7, 2011, from

    http://www.ahs.edu.np/

*About Ace Institute of Management.* Retrieved March 7, 2011, from

    http://www.aim.edu.np/

*About Campion Academy.* Retrieved March 6, 2011, from

    http://www.cgmanipal.com/ca/scholastics.html

*About Campion College.* Retrieved March 6, 2011, from

    http://www.cgmanipal.com/cc/scholastics.html

*About Campion Kathmandu College.* Retrieved March 6, 2011, from

    http://www.cgmanipal.com/ckc/scholastics.html

*About Moonlight Higher Secondary School.* Retrieved March 8, 2011, from

    http://www.molihss.edu.np/

*About Nesfield International College.* Retrieved March 8, 2011, from

    http://www.nesfield.edu.np/

*About Saurya Higher Secondary School & College.* Retrieved March 8, 2011,

    from http://www.saurya.edu.np/

*About TUCL.* Retrieved October 5, 2007, from http://www.tucl.org.np/

Dali, I. (2002). Information technology. *TULSSAA: A Journal of Library and*

    *Information Science*, 2 (3): 7

Gurung, J.B. (et al.) (2004). *A textbook on Information Technology*. Kathmandu:

    Bhundipuran Prakashan

Kant, A., Lancour H., & Daily, J.E. (Eds.) (1975) Automation. In *Encyclopedia of*

    *Library and Information Science* (Vol. 14, p.339). New York: Marcel Dekker

    Publications.

Leon, & Leon (1998). *Fundamentals of computer science and communication*

    *Engineering*. Chennai: Leon TECHWorld.

Prasher, R.G. (1991). *Information and its communication*. New Delhi: Medallion

    Press.

*Windows*. Retrieved March 16, 2011, from Wikipedia website:

    http://en.wikipedia.org/wiki/Windows

## CHAPTER – IV

## RESEARCH METHODOLOGY

Research is the process of the systematic and depth study or search of any particular topic subject or area of investigation backed by the collection, compilation, presentation and interpretation of relevant details or data. It is a careful search of inquiry into any subject matter which is an endeavor to discover or find out valuable fact, which will be useful for further application or utilization. (Wolff, 2005)

This part has clarified the methodological approaches applied and contains a description on how data was collected and analysed. It was critical review of what is done. It was difficult to enhance the reliability and validity of the data analysis. The methodological approach of a study was related to the theoretical approach and personal views of the research as well as the nature of the research problem and of the context in which data was collected. This chapter also described techniques and procedure.

## 4.1    RESEARCH DESIGN

A research design is the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance to research purpose with economy in procedure. (Kothari, 1986) So a research design is the logical and systematic planning and direction of a piece of research.

The study focused on the opinions of two groups; users and librarian about the application software. Here, for this, two sets of questionnaire were used as fact gathering survey.

This study is carried out on the basis of exploratory research design because the study is to examine and evaluate the MS-Excel application software uses in libraries. Besides, this paper also provides insight into the integration of a collection management system and would be useful to those involved in that field who are

looking to follow suit. Thus, this study is both descriptive as well as exploratory in nature.

## 4.2    SOURCE & NATURE OF DATA

The primary as well as secondary information are important for analysis and interpretation of research problem and to reach to the conclusion. Primary information was collected from the relevant field such as library staffs/users of libraries. Likewise, secondary data were also used in this study. Information was collected from several published and unpublished literature, books, magazines, reports, journals, documents and internet. However, the collected data are both qualitative and quantitative in nature.

## 4.3    UNIVERSAL AND SAMPLING DESIGN

For the study, purposive sampling was used. Only two set of questionnaire were prepared for this study. The sets of questionnaire were distributed to the group of 56 respondents; the library users and library staffs. All the concerned persons were presented with the survey questionnaire personally to fill out, in the presence of researcher and collected.

## 4.4    THE SAMPLE AND RESPONDENTS OF THE STUDY

The population sample of the study consists of nine higher secondary and bachelor level college libraries. They are namely Campion Academy, Campion College, Campion Kathmandu College, Ace Institute of Management, Under-graduate School; Ace Higher Secondary School, Ace A-Level, Moonlight Higher Secondary School, Nesfield International College and Saurya International H.S. & College.

The respondents of the study include the Librarian and Users i.e. faculties, students and staffs of the each library surveyed for the study.

## 4.5    DATA-GATHERING PROCEDURE

Different information needed for this research was collected through different techniques. During the survey, the following techniques were used for data collection.

### 4.5.1    Questionnaire:

Questionnaire is a clerical tool for securing answer to question using a form which the respondents fill by themselves. These answers were collected from reliable and qualitative information particularly for the preparation of this dissertation. The questionnaire was constructed upon consultation and approval of the guide assigned by the Department of Library Science, Faculty of Humanities and Social Sciences, Tribhuvan University, Kirtipur.

Two sets of different types of questions for users and professional were distributed. These questionnaire given hand to hand to users and professionals, were structured and both close ended and open ended type.

Altogether 56 questionnaires (40 for users and 16 for library staffs) were distributed. 100% questionnaires distributed to users and librarians by researcher were returned back in short span of time due to presence of researcher on the spot.

Both questions distributed to librarians and Users are attached in appendix I and II.

### 4.5.2    Interviews:

Interview is an excellent method of gaining access to information about events, opinions and experiences. This method was used in collecting data through oral-verbal questions and oral-verbal response. Researcher had discussed and asked questions to the respondent especially technical staffs. Generally key information interview of this research is thought to be one of the tools to catch up the experiences, opinions and sampling from the mass.

### 4.5.3   Observation

Observation is an important tool for researcher to collect the relevant information. Observation technique is the most commonly used method especially in the studies related to technological science. Here the researcher's attempt is to bring the fact. This tool helps the researcher to observe the collection management and search tool used and situation of library. Through these tools, the researcher observed the behavior of library staffs and their relation with the users.

### 4.6   DATA ANALYSIS

The collections of data were obtained from different above mentioned techniques. These collected data are analysed technically both qualitative and quantitative information in different tables and figures to make the study more strong. The relevant tables and figures are used in the proper pages which were taken during the observation. The gathered information has analyzed using different relevant tools.

**REFERENCE**

Kothari, C.R. (1986). *Research methodology: Methods and techniques*. New Delhi: Wiley.

Wolff, H.K., & Pant, P.R. (2005). *Social science research and thesis writing.* Kathmandu: Buddha Academic Enterprises.

# CHAPTER – V

## PRESENTATION, ANALYSIS AND INTERPRETATION

This part aims to analyze the data gathered through the survey done on sample consisting library staffs and user viz. students, faculty and administration staffs.

In this study, a total of 56 sets of questionnaire were distributed to the students, faculties, administrative staffs and library staffs.

It is hoped that the tables sufficiently and correctly represent those all responses which are classified on the basis of the questions given in the questionnaire with their relevancy. The sample of questionnaire is in Appendix No. I and II.

Responses of users and library staff are illustrated in the following tables and figures.

### 5.1 Current Status of Higher Secondary & Bachelor Level Colleges

5.1.1   General Information of Selected Library

Table No.1:  General Information of Selected Library

| Characteristic of respondents | No. of respondents | Percentage ( % ) |
|---|---|---|
| Male | 12 | 75% |
| Female | 4 | 25% |
| Below 25 years | 6 | 37.5% |
| Between 25 and 50 years | 8 | 50% |
| Above 50 years | 2 | 12.5% |
| 10+2/Certificate level or below | 5 | 31.25% |
| Bachelor level | 6 | 37.5% |
| Masters level | 5 | 31.25% |

*Source: Field survey.*

As mentioned in above table, there are 16 respondents from Library. Among them 75% are male and 25% are female. Among them 37.5% respondents are below 25 years old. There are 50% respondents between 25 and 50 years old. Likewise, 12.5% are lies above 50 years old. There are 31.25% from higher secondary/ certificate level or below level, 37.5% from bachelor level and 31.25% are master's degree holders.

5.1.2   Category and Experience of Selected Library Staffs

Table No.2:  Category and Experience of Selected Library Staffs

| Category | No. of respondents | Percentage ( % ) |
|---|---|---|
| Library professionals | 5 | 31.25% |
| Semi-professionals | 3 | 18.75% |
| Non-professionals | 8 | 50% |
| Experience (less than 1 year) | 3 | 18.75% |
| Experience (1-5 years) | 7 | 43.75% |
| Experience (5-10 years) | 2 | 12.5% |
| Experience (More than 10 years) | 4 | 25% |

*Source: Field survey.*

In above table, there are 31.25% respondents are library professionals, 18.75% are semi-skilled library professionals. Likewise, 50% are non-professional manpower. There are only 18.75% respondents who have less than 1 year work experience. There are 43.75% respondents has 1 to 5 years work experience. Likewise, 12.5% respondents have 5 to 10 years work experience while 25% respondents have more than 10 years work experience.

### 5.1.3 Status of Library Collection

Table No.3: Status of Library Collection

| Name of Institutions | Total Collection | Annual Budget |
|---|---|---|
| Campion Academy | 7826 | n/a |
| Campion College | 5100 | n/a |
| Campion Kathmandu College | 4025 | n/a |
| Ace Institute of Management, Under-graduate School | 4587 | n/a |
| Ace A-Level | 1205 | n/a |
| Ace Higher Secondary School | 2413 | n/a |
| Moonlight Higher Secondary School | 2964 | n/a |
| Nesfield International College | 976 | n/a |
| Saurya International H.S. & College | 869 | n/a |

*Source: Field survey.*

In above table, shows the total collection of books in their respective college libraries. Those quantities of collections are valid till the date of survey interview. Likewise, the annual budget for library is not precisely defined in any of the sampled colleges. It is available and released when required.

### 5.1.4 Availability of Computer in Libraries

Table No.4: Availability of Computer in Libraries

| Name of Institutions | Availability of Computer | Total number of Computer | Access of Computer to User |
|---|---|---|---|
| CA | Yes | 1 | No |
| CC | Yes | 1 | No |
| CKC | Yes | 1 | No |
| AIM, UGS | Yes | 1 | No |
| Ace A-Level | Yes | 1 | No |

| AHS | Yes | 1 | No |
|---|---|---|---|
| MOLIHSS | Yes | 1 | No |
| Nesfield | Yes | 1 | No |
| Saurya | Yes | 1 | No |

*Source: Field survey.*

Above table explains that all the sampled libraries have computers installed. The single number of computer is available in all those libraries while access of computer is not provided to users but they can inquire on computer through library staff at the same time.

5.1.5 System Adopted by Libraries

Table No.5: System Adopted by Libraries

| Name of Institutions | Available Search Tool | Library Type |
|---|---|---|
| CA | Card and Computer Catalogue | Open Access |
| CC | Card and Computer Catalogue | Closed Access |
| CKC | Card and Computer Catalogue | Closed Access |
| AIM, UGS | Card and Computer Catalogue | Open Access |
| Ace A-Level | Computer Catalogue | Closed Access |
| AHS | Card and Computer Catalogue | Open Access |
| MOLIHSS | Computer Catalogue | Closed Access |
| Nesfield | Computer Catalogue | Closed Access |
| Saurya | Computer Catalogue | Closed Access |

*Source: Field survey.*

The above tabulation shows that CA, CC, CKC, AIM and AHS have both card and computer catalogue while Ace A-Level, MOLIHSS, Nesfield and Saurya have computer catalogue only as search tool. Likewise, CA, AIM and AHS provides open access but CC, CKC, Ace A-Level, MOLIHSS, Nesfield and Saurya provides closed access to users.

5.1.6 General Information of Users of Selected Libraries

Table No.6: General Information of Users of Selected Libraries

| Characteristic of respondents | No. of respondents | Percentage ( % ) |
|---|---|---|
| Male | 25 | 62.5% |
| Female | 15 | 37.5% |
| Faculty | 9 | 22.5% |
| Student | 20 | 50% |
| Admin. Staff | 11 | 27.5% |
| Below 20 years | 19 | 47.5% |
| Between 20 to 30 years | 12 | 30% |
| Above 30 years | 9 | 22.5% |
| Science | 23 | 57.5% |
| Management | 11 | 27.5% |
| Humanities | 6 | 15% |

*Source: Field survey.*

Table no.6 shows that there are 40 respondents from users' part. Among them 62.5% are male and 37.5% are female. Among them 22.5% respondents are faculty, 50% respondents are students while 27.5% are administrative staffs. The age categories below 20 years old are 47.5%, between 20 to 30 years age are 30% and above 30 years old are 22.5%. There are 57.5% from science stream, 27.5% from management stream and 15% are from humanities stream applies to faculty and students only.

5.1.7   Frequency and Time Spent in Libraries

Table No.7: Frequency and Time Spent in Libraries

| Frequency of visit | Percentage (%) | Time Spent | Percentage (%) |
|---|---|---|---|
| Daily | 42% | Less than 1 hour | 49% |
| Once a week | 28% | 1 hour | 38% |
| Twice a week | 17% | 2 hours | 11% |
| Not frequently | 13% | More than 2 hours | 2% |

*Source: Field survey.*

Table no. 7 shows that 42% users were daily, 28% users were once a week, 17% users were twice a week and 13% users were not frequently visit in their respective college libraries. Furthermore, 49% users spent less than 1 hour, 38% users spent approximately 1 hour while 11% users spent 2 hours and 2% users spent more than 2 hours for their different purposes.

5.1.8 Visit Purpose of the Users in the Library

Table No.8: Visit Purpose of the Users in the Library

| Purpose For | Name of Libraries | | | | | | | | | Total | % |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | CA | CC | CKC | AIM | ACE A-Level | AHS | MOLIHSS | Nesfield | Saurya | | |
| Study | 1 | 1 | | 2 | 1 | | 2 | 2 | 1 | 10 | 25% |
| Reference use | 1 | | | | 1 | | | 2 | 1 | 5 | 12.5% |
| Loan | 2 | 1 | 2 | 2 | 1 | 1 | 2 | | 1 | 12 | 30% |
| Reading newspaper/ periodicals | 2 | 2 | 2 | 2 | 1 | 3 | | | 1 | 13 | 32.5% |
| **Total** | 6 | 4 | 4 | 6 | 4 | 4 | 4 | 4 | 4 | 40 | 100% |

*Source: Field survey.*

Fig. 1: Visit Purpose of the Users in the Library
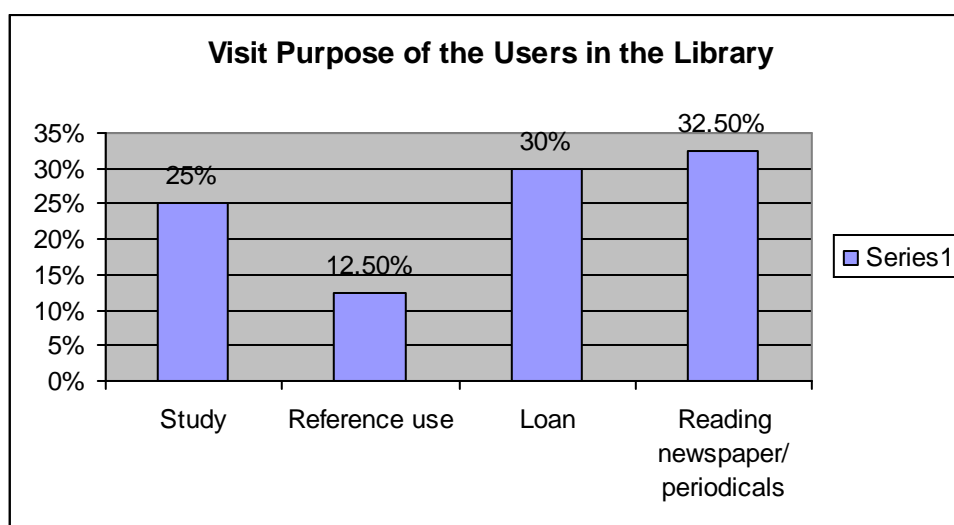
When the users were interviewed on their purpose of library visit, it was found that 10 (25%) users were to study out of 40. 5 (12.5%) users were to consult reference books in the libraries. Similarly 12 (30%) users were to loan and 13 (32.5%) users were to utilize leisure time reading newspaper/ periodicals out of 40 users in above 9 libraries. The table 8 shows the result that most of the users are in library to read newspaper/ periodicals.

5.1.9 Disseminate of Information

Table No.9: Disseminate of Information

| Name of Institutions | Medium | | | |
|---|---|---|---|---|
| | Notice Board | Verbal | E-mail | Other |
| CA | Yes | Yes | | |
| CC | Yes | | | |
| CKC | Yes | | | |
| AIM, UGS | Yes | Yes | Yes | Yes |
| Ace A-Level | Yes | | Yes | Yes |
| AHS | Yes | | Yes | Yes |
| MOLIHSS | Yes | Yes | | |
| Nesfield | Yes | | | |
| Saurya | Yes | | | |

*Source: Field survey.*

Fig. 2: Disseminate of Information
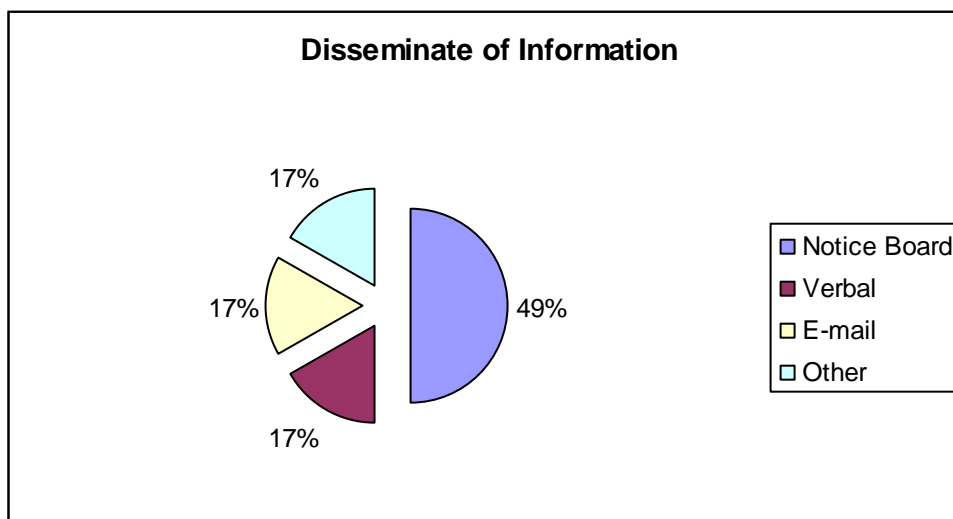
The above table and figure clarify that dissemination of information by library to users are mostly from notice board (i.e. 49%) while from verbally, e-mailing and other ways like telephone, sms etc. are all equal (i.e. 17%). It is also seems that all those sampled libraries do not conduct library orientation program.

5.1.10 Searching Method

Table No.10: Searching Method

| Searching Method | Name of Libraries | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | CA | CC | CKC | AIM | ACE A-Level | AHS | MOLIHSS | Nesfield | Saurya | Total | % |
| Direct search on shelves | 1 | | | 2 | | 1 | | | | 4 | 10% |
| Use library catalogue | 2 | 1 | 1 | | | | | | | 4 | 10% |
| Obtain librarians help | 1 | 1 | 1 | 1 | 3 | 1 | 2 | 3 | 2 | 15 | 37.5% |
| Search through computer program | 2 | 2 | 2 | 3 | 1 | 2 | 2 | 1 | 2 | 17 | 42.5% |
| **Total** | 6 | 4 | 4 | 6 | 4 | 4 | 4 | 4 | 4 | 40 | 100% |

*Source: Field survey.*

Fig. 3: Searching Method
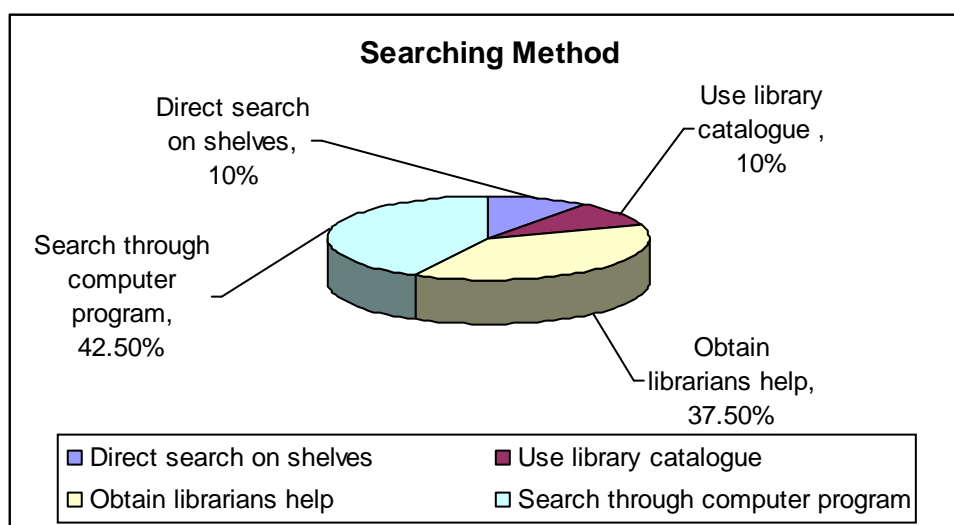


According to the survey, it demonstrates that users mostly search the books through computer program (i.e. 42.5%) then secondly, obtain librarians help (i.e. 37.5%) and, use of library catalogue and direct search on shelves are next favorable method (i.e. 10%).

5.1.11 Easy and Fast access

Table No.11: Easy and Fast access

| Medium | Less Time Consuming, in (%) | Search Method | Easier, in (%) |
|---|---|---|---|
| Direct search on shelves | 5% | Computer database | 78% |
| Use of library catalogue | 30% | Card catalogue | 22% |
| Obtain librarians help | 15% | | |
| Search through computer program | 50% | | |

*Source: Field survey.*

Fast searching is the main cause for longing computer program. Table no. 11 shows user's attitude on choosing computer program in which, 50% opined it is less time

55

consuming. In other options, use of library catalogue is 30%, obtain librarians help is 15% and direct search on shelves is 5% less time consuming.

## 5.2  Assess of Existing Automation System

### 5.2.1 Library Staffs Response

5.2.1.1 Benefits of Automation

Table No.12: Benefits of Automation

| Name of Institutions | Benefits | | | |
| --- | --- | --- | --- | --- |
| | Cost saving | Fast access/ Time saving | Distant access | All |
| CA | | Yes | | |
| CC | Yes | Yes | Yes | Yes |
| CKC | | Yes | | |
| AIM, UGS | Yes | Yes | Yes | Yes |
| Ace A-Level | Yes | Yes | Yes | Yes |
| AHS | | Yes | | |
| MOLIHSS | | Yes | | |
| Nesfield | | Yes | | |
| Saurya | | Yes | | |

*Sources: Field Survey.*

Fig. 4: Benefits of Automation



56
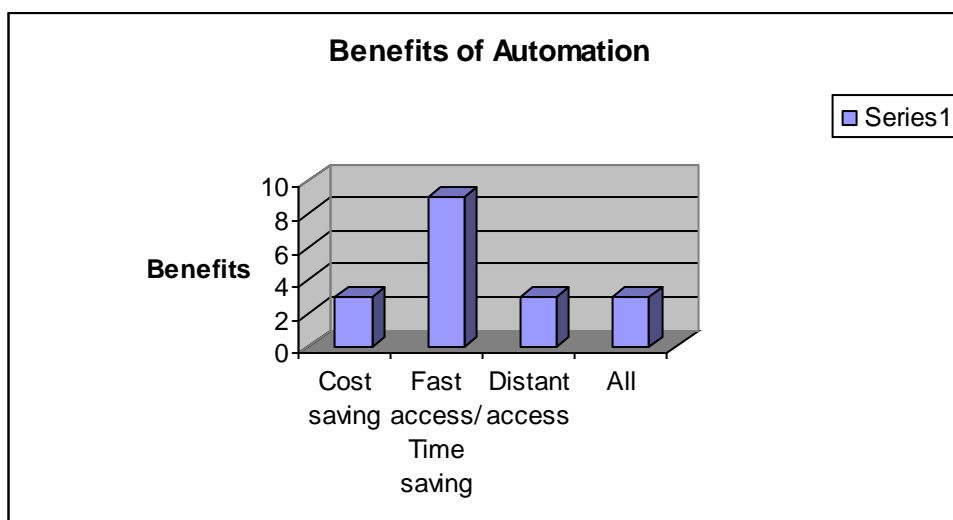
Above table and figure illustrates the benefits of automation. In which, fast access or time saving is the most favorable factor that respondents marked fully. Likewise, distant access and cost saving are the other factors that respondents were agreed upon. Among nine sampled institutions, three had chosen all the factors as beneficiary factors.

5.2.1.2 Recommended Software

Table No.13: Recommended Software

| Proposed Software | Name of Libraries | | | | | | | | | | |
| | CA | CC | CKC | AIM | ACE A-Level | AHS | MOLIHSS | Nesfield | Saurya | Total | % |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CDS/ISIS | 1 | | 1 | | | | | | | 2 | 12.5% |
| WINISIS | | 1 | | | | | | 1 | | 2 | 12.5% |
| SOUL | | | | | | 1 | | | | 1 | 6.25% |
| LIBRA | | | | 2 | 1 | 1 | | | | 4 | 25% |
| LibInfo | | 1 | | | 1 | | | | 1 | 3 | 18.75% |
| Library Manager | 1 | 1 | | | | | 1 | | | 3 | 18.75% |
| LiBRARYSOFT | | | 1 | | | | | | | 1 | 6.25% |
| Total | 2 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 16 | 100% |

*Sources: Field Survey.*

All the respondents are very much obliged to application software MS-Excel. Although if the situation changed, they would like to subscribe the above software programme in future. In which, respondents would like to subscribe the software LIBRA, marketed by Buddha Academic Publishers & Distributors, most (i.e. 25%), in second, Library Manager and LibInfo lies in 18.7%, in third, CDS/ISIS and WINISIS lies in 12.5% and in fourth, SOUL and LiBRARYSOFT lies in 6.25%.

### 5.2.2 Users Response

5.2.2.1 Library Facilities and Services in other Libraries

Table No.14: Library Facilities and Services in other Libraries

| Use of Library Facilities and Services Descriptions | Percentage |
|---|---|
| Members of any other Library | 25% |
| Good facility in other Libraries | 40% |
| Low membership charge | 10% |
| Library is automated | 30% |
| Other | 20% |

*Sources: Field Survey.*

Table no. 14 gives an idea about the library facilities and services in other libraries. Among the users who responded, 25% of users were members of one or more libraries. According to those populations this is because the good facility in other libraries lies 40%, likewise 10% said those libraries charging very minimum fee, 30% population familiar with the automation functions and their benefits too. Accordingly this could be the strong point for management to switch over in automation.

5.2.2.2 Comparison of search facilities

Table No.15: Comparison of search facilities

| Better place | Access of full text online | Easy to access | Low cost |
|---|---|---|---|
| Library | | | Yes |
| Cyber | Yes | Yes | |

*Sources: Field Survey.*

This table compares between cyber café/ web place and library about search facilities. Access of full text online in short time and effortless to access the required materials

are the strong points of cyber café/ web place while low cost in every aspects are library searching point of view.

## 5.3 Barriers of Library Automation

Table No.16: Barriers of Library automation

| Barriers of Library Automation | Percentage |
|---|---|
| Lack of appropriate training organizations | 6.25% |
| Reluctant of organization | 43.75% |
| Lack of budget | 25% |
| Lack of technical manpower | 18.75% |
| No demand for automation | 6.25% |

*Sources: Field Survey.*

Table 16 shows that different barriers of library automation. Among the respondents, 43.75% were reluctant of organization and 25% of the libraries facing budget crisis. Lack of budget or insufficient budget and lack of managerial interest were found the major barriers to library automation. Most of the libraries have inadequate budgets or no distinct budgets at all. There was also lack of capital/ budget for library development. Lack of appropriate training organizations (6.25%), lack of technical manpower (18.75%) and no demand for automation (6.25%) are also barriers to library automation. Libraries needed managerial interests and adequate budget for their development. Technical manpower, library related training, interaction among the libraries, and well planning, etc. was found key components of library development.

**5.4  Microsoft Excel**

**5.4.1 Library Staffs Response**

5.4.1.1 Use of Microsoft Excel

Table No.17: Use of Microsoft Excel

| Name of Institutions | Use Period | | | Speed of preparation (qty.) | | |
|---|---|---|---|---|---|---|
| | Less than 6 months | 1-5 years | Over 5 years | Less than 25 | 25-50 | More than 50 |
| CA | | | | | | |
| CC | | | | | | |
| CKC | | | | | | |
| AIM, UGS | | | | | | |
| Ace A-Level | | | | | | |
| AHS | | | | | | |
| MOLIHSS | | | | | | |
| Nesfield | | | | | | |
| Saurya | | | | | | |
| **Total** | | 4 | 5 | 6 | 2 | 1 |

*Sources: Field Survey.*

The survey shows that four institutions have been using MS-Excel since five years while other five have been using this application software more than five years. The speeds of preparation database on MS-Excel were easier than any other software. In survey, six institutions can prepare less than 25 books in a day, two institutions can prepare 25 to 50 books entry per day and another one institution can prepare more than 50 books' entry in one day. MS-Excel can free the data operator from repetitive task in some context.

5.4.1.2 Users' enquiry through MS-Excel

Table No.18: Users' enquiry through MS-Excel

| Search Demand on MS-Excel | Name of Libraries | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | C A | C C | C K C | AIM | ACE A-Level | A H S | MOLIHSS | Nesfield | Saurya | Total | % |
| Very Often | 1 | 1 | | 1 | | | | | | 3 | 18.75 % |
| Often | 1 | 2 | 1 | 1 | 1 | 1 | 1 | | 1 | 9 | 56.25 % |
| Not very Often | | | 1 | | 1 | 1 | | 1 | | 4 | 25% |
| Never | | | | | | | | | | | |
| Total | 2 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 16 | 100% |

*Sources: Field Survey.*

Fig. 5: Users' enquiry through MS-Excel
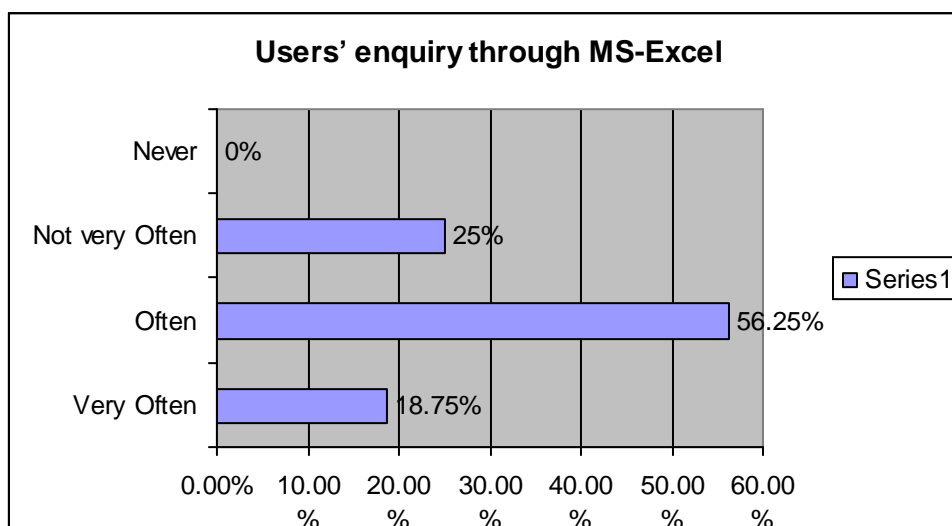


Above data represents the enquiry regularity through MS-Excel. 18.75% inquire very repeatedly, 56.25% inquire repeatedly and 25% inquire not very repeatedly. Therefore, it is sure that MS-Excel can turn out the result very effectively to its customers.

**5.4.2 Users Response**

Fig. 6: Database made in MS-Excel
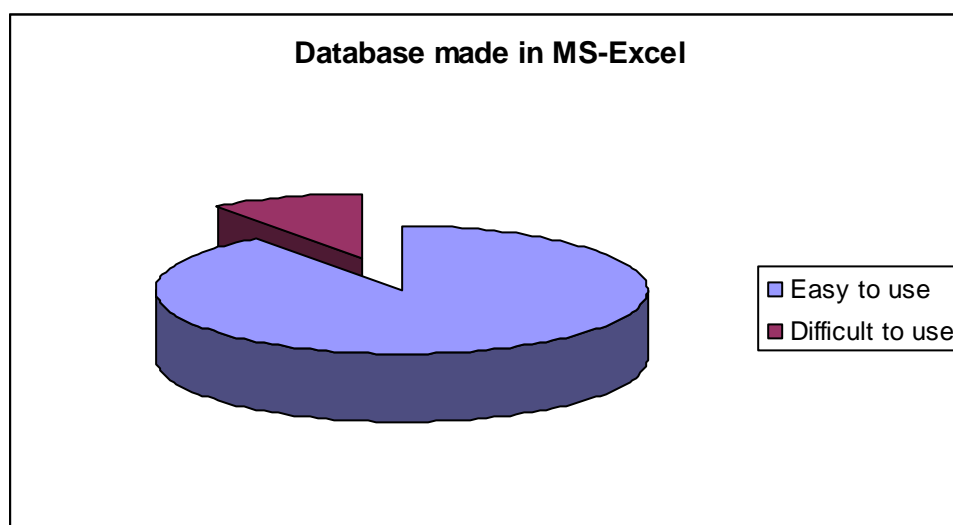


*Sources: Field Survey.*

From the 40 respondents, more than 90% answered that database made in MS-Excel is very easy to use while very few number of respondents answered it is difficult.

5.4.2.1 Users perception towards staff during search process

Table No.19: Users perception towards staff during search process

| Search through MS-Excel | Name of Libraries | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | C A | C C | C K C | A I M | ACE A-Level | A H S | MOLIHSS | Nesfield | Saurya | Total | % |
| Very good | 2 | 3 | 1 | 3 | 2 | 4 | 1 | 3 | 3 | 22 | 55% |
| Reasonably good | 3 | 1 | 3 | 2 | 1 | | 2 | 1 | 1 | 14 | 35% |
| Not good | 1 | | | 1 | 1 | | 1 | | | 4 | 10% |
| **Total** | 6 | 4 | 4 | 6 | 4 | 4 | 4 | 4 | 4 | 40 | 100% |

*Source: Field survey.*

Fig. 7: Users perception towards staff during search process
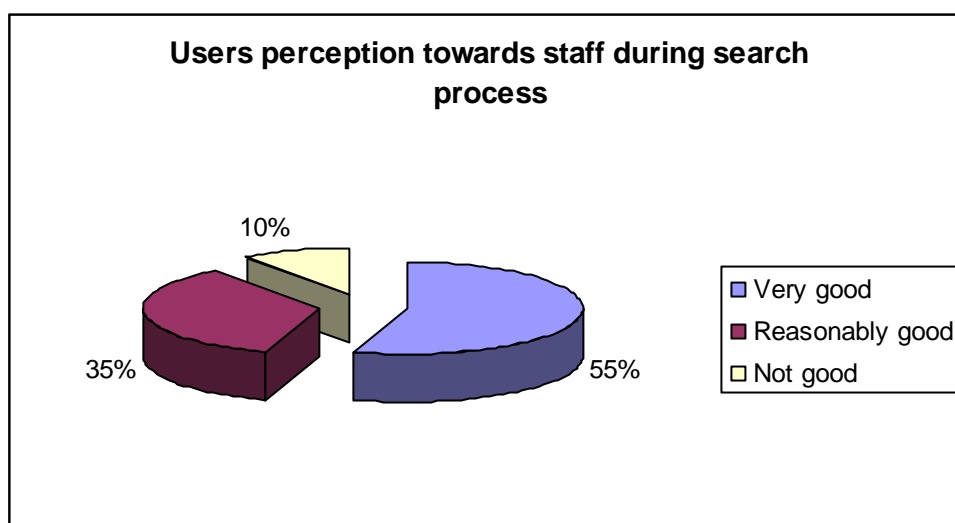


When the users were interviewed on the perception towards staffs, 55% users viewed, "Staffs are very good" out of 40 users in different libraries. Similarly, 35% users viewed, "Staffs are reasonably good" besides 10% users viewed, "Staffs are not good". The clear result shows that most of the staffs are quite helpful. Moreover, table no. 19 and figure show clear vision of their attitude.

5.4.2.2 Rating of MS-Excel application software

Table No.20: Rating of MS-Excel application software

| Search expectation | Name of Libraries | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | C A | C C | C K C | A I M | ACE A-Level | A H S | MOLIHSS | Nesfield | Saurya | Total | % |
| Very satisfied | 2 | 2 | 1 | 2 | 1 | | | | 3 | 11 | 27.5% |
| Satisfied | 2 | 1 | 2 | 1 | 2 | 2 | 3 | 4 | | 17 | 42.5% |
| Neutral | 1 | 1 | 1 | 2 | 1 | 2 | 1 | | 1 | 10 | 25% |
| Dissatisfied | 1 | | | 1 | | | | | | 2 | 5% |
| Very dissatisfied | | | | | | | | | | | |
| Total | 6 | 4 | 4 | 6 | 4 | 4 | 4 | 4 | 4 | 40 | 100% |

*Source: Field survey.*

63

Fig. 8: Rating of MS-Excel application software



Rating of MS-Excel application software
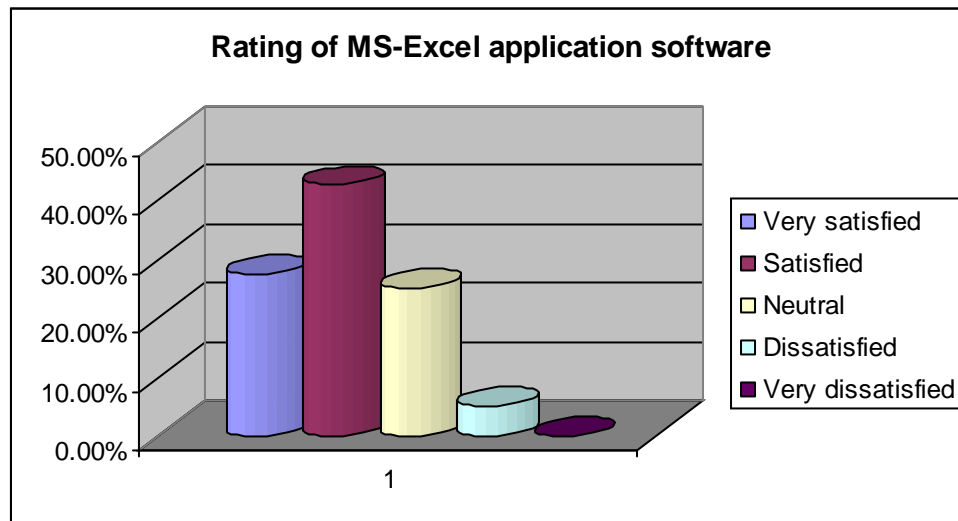
Main objective of the study analysed by the respondents' results that 27.5% of them are very satisfied, 42.5% are satisfied, 25% are in neutral and 5% are dissatisfied with this application. The most satisfied respondents' views clearly portray the picture of its rating.

## 5.5 Strength and Weakness of MS-Excel

5.5.1 Awareness level

Table No.21: Awareness level

| Microsoft Excel | Name of Libraries | | | | | | | | | | |
| | CA | CC | CKC | AIM | ACE A-Level | AHS | MOLIHSS | Nesfield | Saurya | Total | % |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Very aware | 1 | 2 | 1 | 2 | | 1 | | | | 7 | 43.75% |
| Logically aware | 1 | 1 | 1 | | 2 | 1 | 1 | 1 | 1 | 9 | 56.25% |
| Not aware | | | | | | | | | | | |
| **Total** | 2 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 16 | 100% |

*Source: Field survey.*

Fig. 9: Awareness level
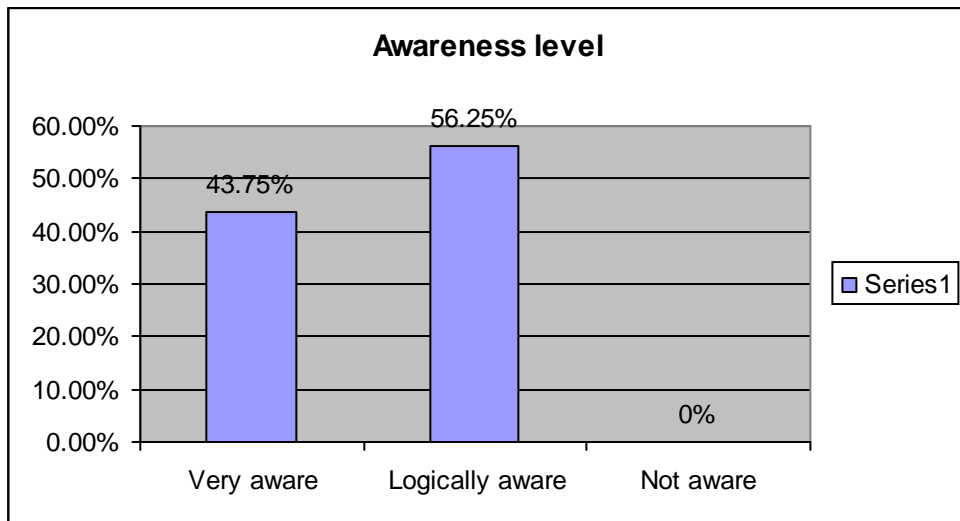


About 56.25 percent respondents of 40 sample responded upon logically awareness about the MS-Excel software application while 43.75% are very aware about this application. Nowadays, MS office package is included in every syllabus and training center's set of courses. Therefore, it can be easily operate by anyone who learn computer.

5.5.2 Satisfaction level

Table No.22: Satisfaction level

| Microsoft Excel | Name of Libraries | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | CA | CC | CKC | AIM | ACE A-Level | AHS | MOLIHSS | Nesfield | Saurya | Total | % |
| Very Satisfied | 1 | 2 | | 1 | | | 1 | | | 5 | 31.25% |
| Satisfied | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | 8 | 50% |
| Neutral | | | 1 | | 1 | 1 | | | | 3 | 18.75% |
| Dissatisfied | | | | | | | | | | | 5% |
| Very dissatisfied | | | | | | | | | | | |
| Total | 2 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 16 | 100% |

*Source: Field survey.*

65

Fig. 10: Satisfaction level
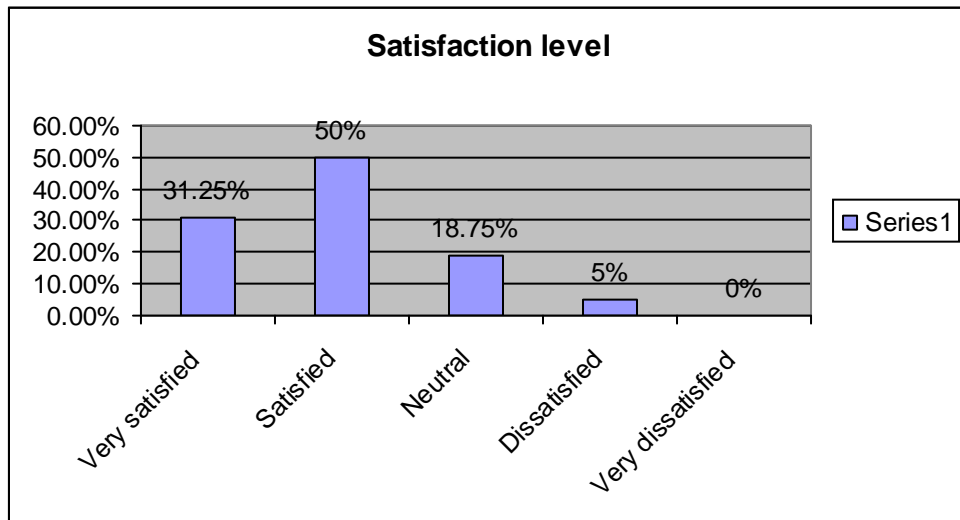


The satisfaction level is 50%, very satisfied are 31.25%, neutral are 18.75% and dissatisfied are 5% in responses. The statistical records clearly show that respondents are fully in favor of it.

5.5.3 Safety measure

Table No.23: Safety measure

| Name of Institutions | Back-Up System | | | |
|---|---|---|---|---|
| | CD/ DVD | External hardware | Internal hardware | All |
| CA | | | | |
| CC | | | | |
| CKC | | | | |
| AIM, UGS | - | - | - | |
| Ace A-Level | | | | |
| AHS | - | - | - | |
| MOLIHSS | | | | |
| Nesfield | | | | |
| Saurya | | | | |
| **Total** | 2 | 4 | 9 | 2 |

*Sources: Field Survey.*

66

Microsoft Excel database can be modify or delete by users if proper supervision is not done. So, it should be kept as back-up database time to time for protection. For safety measure, respondents had answered internal hardware's uses most as backup system. External hardware like pen drive, extra hard disk uses is positioned in second. CD/DVD lies in third priority as back-up. In which two institutions are using all the three options as a safety measure.

# CHAPTER – VI

## SUMMARY, CONCLUSION AND RECOMMENDATIONS

This chapter deals with summary, conclusion and recommendation of the findings of the study. The recommendation forwards the ideas and necessities for the further enhancement of field of library.

The study found that Microsoft Excel is the most important software application. It also presents a clear picture of Microsoft Excel related to its strength and problems as well as contribution to library collection management field.

### 6.1    Summary and Conclusion

Library is social institution as well as service institution. It collects, organizes and disseminates information to users and researchers and support the generation for new knowledge. It is acquiring or providing access to books, documents, information and other medias that meet educational recreational and informational activities and needs of its users. Libraries have to modernize their library using materials and currier informational technology.

In such approach, Microsoft Excel is the most important data entry and information retrieval software application which can be retrieved the document from different corner. It is the software application which mechanizes the important information of the books through Author, Title, Keywords, Subject Headings, Call number etc.

When purchasing the computer, MS Office is installed simultaneously and subsequently library staff should make the format in MS-Excel that help easily input and get all the important pieces of information of the document to save the time of users as well as staffs to retrieve the exact information from the large numbers of information collection.

This study deals with the status of use of Microsoft Excel in libraries in Kathmandu valley with the special reference to nine different libraries. The study focus on CA, CC, CKC, AIM, Ace A-Level, AHS, MOLIHSS, Nesfield and Saurya. The study found more users and library staffs are comfortable with MS-Excel created database and they are extended for it. But it does not show that they would like to discard the card system or switch over to automation. Because of not having sufficient budget, managerial interest and technical know-how as well, they prefer to continue the existing system. Actually, libraries have been undergoing through the transitional condition to be switched over to automation. Some are getting in ready positions to be full automated but still some libraries are thinking over it.

The following conclusions can be drawn from the above summaries, and also based upon the answers given by the respondents, observations of libraries and consultation with the library staffs, the researcher has obtained following major findings and conclusions have been found:

1. Majority of libraries established in past ten years. They still do not have adequate budget allocations. They have a few professional staffs.
2. It was found that libraries were open during normal office working hour; the students can use the library only during break time. The seating capacity was also very limited in the libraries.
3. All libraries have single computer for library staffs only for searching and retrieving the information from the database.
4. About 60% sampled colleges have card catalogue and computer database. 67% libraries have closed access and rest has open access.
5. Majority of users either daily visit or visit once a week and spent less than one hour in the library. More than 30% of respondents were visiting library for reading newspaper/ periodicals.
6. It was found that most libraries were disseminating information through notice board. There is no system of orientation in any library.
7. About 42.5% users had been searching through computer program available for library staff due to less time consuming and easy to use.

8. Automation system was not available in any of the sampled libraries. But they would resemble to install if financial arrangement and managerial interest leading it.

9. Major barriers found in libraries are inadequate budgets, lack of technical manpower, and lack of administrative interest.

10. All the respondent libraries had been practicing Microsoft Excel for search function and collection strength development. This helped them to improve their function and services.

11. More than 60% libraries were using MS-Excel over five years. The speed of database preparation in Excel was less than 25 titles per day.

12. The search demand on MS-Excel had been repeating and users' perception towards staff during search process was very good. The satisfaction level was very high of library staffs and users too.

13. Computer database is enough and sufficient tools for searching documents because it is faster and easier than manual catalogue.

14. It is easy to retrieve by terms like author name, title, keywords, subject headings, accession number etc.

15. Library can provide bibliographic service, SDI and CAS list of services through MS-Excel software.

16. Computer database, its use has no relation with durability but card catalogue decays after some time. Computer database only requires regular back-up of data.

17. Though card catalogue is also familiar to users, they prefer computer database only because it saves time. Time is vital for today's users.

18. Microsoft Excel is cheap to install and run or learn easily.

19. MS-Excel is incredible subject. It has various features and functions.

20. Computer application software Microsoft Excel is user friendly as well as saves time, money and manpower.

Overall, the responses of the survey show that the librarians and users are benefiting from this programme and those librarians are optimistic that its implementation will enhance the quality of the research being produced in small Libraries.

## 6.2 Recommendations

The aim of Microsoft Excel is to cover and represent all the important information of document and promptly to retrieve among the large information collection whenever you need. In order to fulfill the need and objectives of any library, the following recommendation may be fruitful.

1. Microsoft Excel has become the important software to retrieve a piece of information easily. So, it is preferred and recommended as a collection management and search tool in small libraries.

2. Libraries need more technical and advanced level manpower. Universities could help by producing such manpower in the field of information technology and library & information science. Need based curriculum can meet these challenges.

3. Every library should provide computer to users too in searching and retrieving the information from the database.

4. Infrastructure of sampled libraries should be improvised for more visitors' seating capacity.

5. Library should keep back-up time to time from not being data modification or deletion.

6. For the effective and efficient use of library resources inevitably needs library users' orientation.

7. Computer training should be provided and made mandatory for all the library staff. This mode of training programme would help the staff to build their confidence, job satisfaction and to practice and assimilate more. At the same time, it would also allow them to look after day-to-day work as well.

8. There is a need for the adequate budget for the library development as well as library authorities and managers interest. Librarians may develop a well thought out plan and strategies to address these problems and to draw the managerial interest and attention.

9. Library automation is necessary because of information explosion, growth in publications, customers' expectations, rising expenditure and shrinking resources, rise of competitors, information technologies and digital based resources and to reduce work load of repetitive works and to save time, effort, and money.

10. Library use should be enhanced by library automation; the new technology for more efficient and fast service. For this better library software should be lunched immediately.

11. Government should implement the rule of recruiting trained librarians and have the automated library systems in their affiliated school/ college libraries.

12. The research recommends imminent into the integration of a collection management system and would be useful to those involved in that field who are looking to follow suit.

# BIBLIOGRAPHY

*About Ace A-Level.* Retrieved March 7, 2011, from
    http://www.aim.edu.np/alevel/index.php

*About Ace Higher Secondary School.* Retrieved March 7, 2011, from
    http://www.ahs.edu.np/

*About Ace Institute of Management.* Retrieved March 7, 2011, from
    http://www.aim.edu.np/

*About Campion Academy.* Retrieved March 6, 2011, from
    http://www.cgmanipal.com/ca/scholastics.html

*About Campion College.* Retrieved March 6, 2011, from
    http://www.cgmanipal.com/cc/scholastics.html

*About Campion Kathmandu College.* Retrieved March 6, 2011, from
    http://www.cgmanipal.com/ckc/scholastics.html

*About Moonlight Higher Secondary School.* Retrieved March 8, 2011, from
    http://www.molihss.edu.np/

*About Nesfield International College.* Retrieved March 8, 2011, from
    http://www.nesfield.edu.np/

*About Saurya Higher Secondary School & College.* Retrieved March 8, 2011,
    from http://www.saurya.edu.np/

*About TUCL*. Retrieved October 5, 2007, from http://www.tucl.org.np/

Baral, H. (2009). *Advanced Computer basics*. Kathmandu: Vidyarthi Pustak
    Bhandar.

Bazin, P., Desmarais N., & Schuster, J. (2006). *Periodicals collection
    management: Organizing, creating and maintaining a system. Library
    Management Journal,* 27 (9): 590-99. Retrieved July 15, 2006, from
    www.emeraldinsight.com/0143-5124.htm

Bharti, A. (2010). *Uses & applications of Microsoft Excel in vph research.*
    Retrieved March 15, 2011, from http://www.slideshare.net/alokbharti18/uses-
    applications-of-microsoft-excel-in-vph-research

Dahal, T.M. (1998). *Nepal Information System in Science & Technology (NISST)*.
    Kathmandu: Royal Nepal academy of Science & Technology (RONAST).

Dali, I. (2002). Information technology. *TULSSAA: A Journal of Library and
    Information Science*, 2 (3): 7

Dali, I. *Bibliographic database and networks with reference to Nepal.*

Dilli, K.T. (1997). *Basics of Library and Information Science*. New Delhi: Vikas Publishing House.

*Electronic mail.* Retrieved September 7, 2007, from Wikipedia website: http://en.wikipedia.org/wiki/Electronic_mail

Encyclopedia Americana (1965). Library. In *Encyclopedia Americana* (Vol. 17, p. 353) New York: Americana Corporation.

Evans, G.E. (2000). *Developing Library and Information Centre Collections*. Libraries Unlimited.

*Google group*. Retrieved September 17, 2007, from Wikipedia website: http://en.wikipedia.org/wiki/Google_Groups

Gurung, J.B. (et al.) (2004). *A textbook on Information Technology*. Kathmandu: Bhundipuran Prakashan

Hangsing, Paokholum, & Saraf, Veena (2001). FoxPro 2.5 based serial management system. *Library Herald*. 39 (1 & 2): 117-39

Holmes, V. (2010). *Uses of Microsoft Excel in Mathematics.* Retrieved March 11, 2011, from http://www.ehow.com/list_6597572_uses-microsoft-excel-mathematics.html

Horsfall, K. *The human impact of library automation.* Retrieved May 9, 2007, from http://joan.simmons.edu/~chen/nit/NIT'92/195-hor.htm

Jha, H.N. (1970). *The Licchavis of Vaisali.* Vanarasi: Chowkhamaba Sanskrit Series Office.

Kalicharan, N. (1996). *An introduction to computer studies.* Cambridge: Cambridge University Press.

Kant, A., Lancour H., & Daily, J.E. (Eds.) (1975) Automation. In *Encyclopedia of Library and Information Science* (Vol. 14, p.339). New York: Marcel Dekker Publications.

Karki, M. (2002). History of Library Development in Nepal. *TULSSAA: A Journal of Library and Information Science*, 2 (2): 1-8

Kothari, C.R. (1986). *Research methodology: Methods and techniques*. New Delhi: Wiley.

Leon, & Leon (1998). *Fundamentals of computer science and communication Engineering*. Chennai: Leon TECHWorld.

*Library collection development*. Retrieved February 17, 2011, from Wikipedia website: http://en.wikipedia.org/wiki/Library_collection_development

*Library* Retrieved March 10, 2011, from Wikipedia website: http://en.wikipedia.org/wiki/Library

Lirong, G. (2007). *Inventory management system using distributed system approach.* Retrieved March 1, 2011, from http://library.utem.edu.my/index2.php?option=com_docman&task=doc_view&gid=3144&Itemid=113

Local Library Development Division Kansas State Library (2002). *Marketing the small library.* Retrieved March 2, 2011, from www.skyways.org/KSL/development/marketingthesmalllibrary.pdf

Norton, P. (2004). *Introduction to Computers*. New Delhi: Tata McGraw-Hill.

OCLC Small Libraries Advisory Committee (2009). *Affordable OCLC library services for small libraries through "Library in a Box".* Final Report. Retrieved March 3, 2011, from http://www.oclc.org/councils/global/small_libraries_final_report.pdf

Pradhan, A., & Chhetri, Y. (2002). *Select Computer Science*. Kathmandu: Nepal Sahitya Prakashan Kendra.

Prasher, R.G. (1991). *Information and its communication*. New Delhi: Medallion Press.

Roy, C.L. (2006). *How to Create a Microsoft Excel Database.* Retrieved March 4, 2011, from http://www.selfseo.com/story-15978.php

Saxena, S. (2003). A first course in Computers. New Delhi: Vikas Publishing House.

Setty, U.K. (1977). *Librarianship: Change or status quo?.* New Delhi: Vikas Publication.

Sharma, C., & Sharma, N. (2060). *Philosophical and Sociological foundation of education.* Kathmandu: M.K. Publication.

Pandey, S.K. (1990). *Fundamentals of library automation.* New Delhi: SS Publication.

Shrestha, B.K. (2006). Nepal Ma Pustakalaya ko Awastha ra Chunauti. *TULSSAA: A Journal of Library and Information Science*, 5 (1): 5

Simpo Tech (2010). *What is Microsoft Excel used for?*. Retrieved March 5, 2011, from http://www.simpopdf.com/resource/what-is-microsoft-excel-used-for.html

Subedi, M. (1990). *Fundamental of Library an Information Science*. New Delhi: Nirala Publication.

Thapa, D. (2002). An overview of science and technology information science. *TULSSAA: A Journal of Library and Information Science*, 2 (2): 10-14

Turban, E., Rainer, R.K., & Potter, R.E. (2005). *lntroduction to information technology*. New Delhi: Wiley India.

Vaidya, B. (2002).The application of barcode technology. *TULSSAA: A Journal of Library and Information Science,* 2 (1): 1-4

*Windows*. Retrieved March 16, 2011, from Wikipedia website: http://en.wikipedia.org/wiki/Windows

Wolff, H.K., & Pant, P.R. (2005). *Social science research and thesis writing*. Kathmandu: Buddha Academic Enterprises.

**QUESTIONNAIRE**

**(For Library Administration)**

This survey is being undertaken to support the development of a Dissertation which is to be prepared on the '**Microsoft Excel as a Collection Management and Search Tool in Small Libraries**'. The objective is to analyze the Program's performance and estimate the success of its implementation in small libraries. Your co-operation in completing this survey is highly appreciated.

**Institutional Information**

Name of Institution:

Address:

Telephone:

Fax:

E-mail:

Website:

Year of Library Establishment:

Library Opening hour:

Number of student enrollment:

Library seating capacity:

**A. Respondents Personal Information**

Name:

Gender

❑ Male

❑ Female

Age

❑ Below 25 years

❑ Between 25 and 50 years

❑ Above 50 years

Educational Background

- ❑ Secondary Education (Metric/ SLC/ 'O' Levels)
- ❑ Higher Secondary Education (Certificate/ 10+2/ 'A' Levels)
- ❑ Bachelors
- ❑ Masters
- ❑ Post Graduate/ Ph.D

Experience in the Library profession

- ❑ Less than 1 year
- ❑ 1 – 5 years
- ❑ 5 – 10 years
- ❑ More than 10 years

---

### B. Current Status of Library

Number of staff working in library

- ❑ Professional (     )
- ❑ Semi-professional (     )
- ❑ Non-professional (     )

Library type

- ❑ Closed Access
- ❑ Open Access

Number of Library collection

- ❑ Below 1000
- ❑ Between 1000-3000
- ❑ More than 3000

Approximate budget that has been allotted for library

- ❑ Less than 10,000
- ❑ More than 10,000
- ❑ Not defined but release as and when required

Does your library contain computers for students and faculty members to access?

- ❑ Yes
- ❑ No

Total number of computers in Library for

- ❑ Library Staff   (      )
- ❑ Users/ Visitors (      )

Search Tool used

- ❑ Card Catalogue
- ❑ Computer
- ❑ Both

What methods have been used by you to disseminate information to end users (students/ faculty / staff members) to inform them of the resources available? Tick as many as appropriate.

- ❑ Notice Board
- ❑ Verbal (Personally)
- ❑ E-mail alerts
- ❑ Other

---

## C. **Administration allied**

What do you think benefit of automation?

- ❑ Cost saving
- ❑ Fast access/ Time saving
- ❑ Distant access
- ❑ Above all

What are the barriers of your library to switch over automation?

- ❑ Lack of appropriate training organizations
- ❑ Reluctant of organization
- ❑ Lack of budget
- ❑ Lack of technical manpower
- ❑ No demand for automation

### D. Library Use with respect to Microsoft Excel

How long has it been using Microsoft Excel as data retrieval system in your institution?

- ❑ Less than 6 months
- ❑ Between 1 to 5 years
- ❑ Over 5 years

Approximate speed of preparing data in Microsoft Excel per day

- ❑ Less than 25
- ❑ Between 25-50
- ❑ More than 50

How many requests on average are generated daily by users through the Program?

- ❑ Very often
- ❑ Often
- ❑ Not very often
- ❑ Never

### E. Strength and Weakness of MS-Excel

How would you rate the awareness level of your users about the Program?

- ❑ Very aware
- ❑ Logically aware
- ❑ Not aware

How satisfied do you think are the users of your Institution in terms of the Program meeting their search expectations?

- ❑ Very satisfied
- ❑ Satisfied
- ❑ Neutral/ not sure
- ❑ Dissatisfied
- ❑ Very dissatisfied

Equipment used for backup system

- ❏ CD/DVD
- ❏ External Hardware
- ❏ Internal Hardware
- ❏ Above all

What do you feel and what suggestions or recommendations do you have on the improvement of this program? Are there any other resources/ software that you would like to subscribe in future? Please, specify. ………………………………………………………………………………… ………………………………………………………………………………… ……………………………………

**Thank you for your time and cooperation!**

**QUESTIONNAIRE**

**(For Library End Users)**

This survey is being undertaken to support the development of a Dissertation which is to be prepared on the '**Microsoft Excel as a Collection Management and Search Tool in Small Libraries**'. The objective is to analyze the Program's performance and estimate the success of its implementation in small libraries. Your co-operation in completing this survey is highly appreciated.

**Institutional Information**

Name of Institution:

Address:

A. **Respondents Personal Information**

Name:

Gender

- ❑ Male
- ❑ Female

Age

- ❑ Below 20 years
- ❑ Between 20 to 30 years
- ❑ Above 30 years

Profession

- ❑ Faculty
- ❑ Student
- ❑ Staff

Stream (If student/ Faculty)

- ❑ Science
- ❑ Management
- ❑ Humanities

## B. <u>Library Use</u>

How frequently do you visit the library?

- ❑ Daily
- ❑ Once a week
- ❑ Twice a week
- ❑ Not frequently

Usually how long do you spend in the library?

- ❑ Less than one hour
- ❑ One hour
- ❑ Two hours
- ❑ More than two hours

Purpose for visiting the library

- ❑ Study
- ❑ Reference use
- ❑ Loan
- ❑ Reading Newspaper/ Periodicals

How do you get the information about the resources available and new arrivals in library? Tick as many as appropriate.

- ❑ Notice Board
- ❑ Verbal (Personally)
- ❑ E-mail alerts
- ❑ Other

Is the opening hour convenient?

- ❑ Yes
- ❑ No

If 'No' please mention the reason.

……………………………………………………………………………………………

……………………………………………………………………………………………..

### C. <u>Search Strategy</u>

Does library conduct orientation to search the library materials?

- ❑ Yes
- ❑ No

In searching the books/ information you need, what do you usually do first?

- ❑ Direct search on shelves
- ❑ Use Library Catalogue
- ❑ Obtain Librarian's help
- ❑ Search through Computer Program

In above condition, which medium is more time consuming?

- ❑ Direct approach to shelves
- ❑ Library Catalogue
- ❑ Librarian's help
- ❑ Computer Application

Which type of search method is easier for you to find a document?

- ❑ Computer database
- ❑ Card catalogue

---

### D. <u>Assess of Existing Automation System</u>

Are you a member of any other library?

- ❑ Yes
- ❑ No

  If 'Yes' what is the reason

- ❑ There are good facility for members
- ❑ Membership charge is low
- ❑ Library is automated
- ❑ Other please specify ………………………………………….

Are you using cyber Cafe or other alternative web place for information searching?

- ❑ Yes
- ❑ No

Which place do you think better to search information?

- ❑ Library
- ❑ Cyber Cafe

  If either (a) or (b) please tick the reasons

- ❑ Access of full text online information
- ❑ Easy to access
- ❑ Low cost
- ❑ Other (please specify)

  ……………………………………………………………..

---

### E. <u>Library Use with respect to Microsoft Excel</u>

What do you think about computer database made in MS-Excel?

- ❑ Easy to use
- ❑ Difficult to use

How would you rate the response given by the staffs through MS-Excel program?

- ❑ Very good
- ❑ Reasonably good
- ❑ Not good

How satisfied do you think that your library in terms of the application software, MS-Excel, meeting as per search expectations?

- ❑ Very satisfied
- ❑ Satisfied
- ❑ Neutral/ not sure
- ❑ Dissatisfied
- ❑ Very dissatisfied

What do you feel and what suggestions or recommendations do you have on the improvement of this program as well as for making better organization of resources in your library? Please specify.

…………………………………………………………………………………………

…………………………………………………………………………………………

**Thank you for your time and cooperation!**

**APPENDIX III**



**Sample of Microsoft Excel Spreadsheet used in Ace Institute of Management Library**

**Sample of Microsoft Excel Spreadsheet used in Campion Kathmandu College Library**

**A Screen Shot of the Home Page of the School Library on**

http://hill.troy.k12.mi.us/staff/bnewingham/myweb3/library%20Organization.htm

# APPENDIX VI



Home Page of Campion

**APPENDIX VII**



Home Page of Ace Institute

# APPENDIX VIII
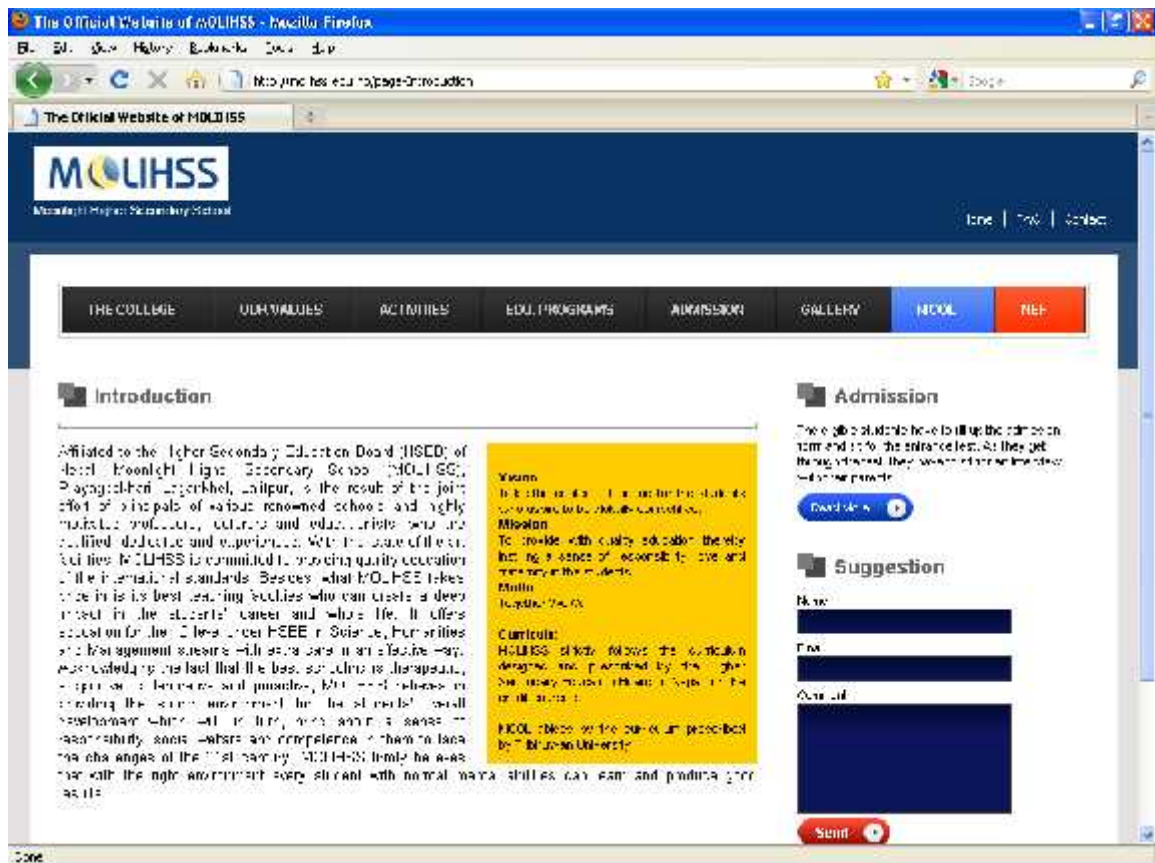


Home Page of MOLIHSS

# APPENDIX IX



Home Page of Saurya

**Sample of Experiment in MS-Excel**

1. Getting started with MS Excel
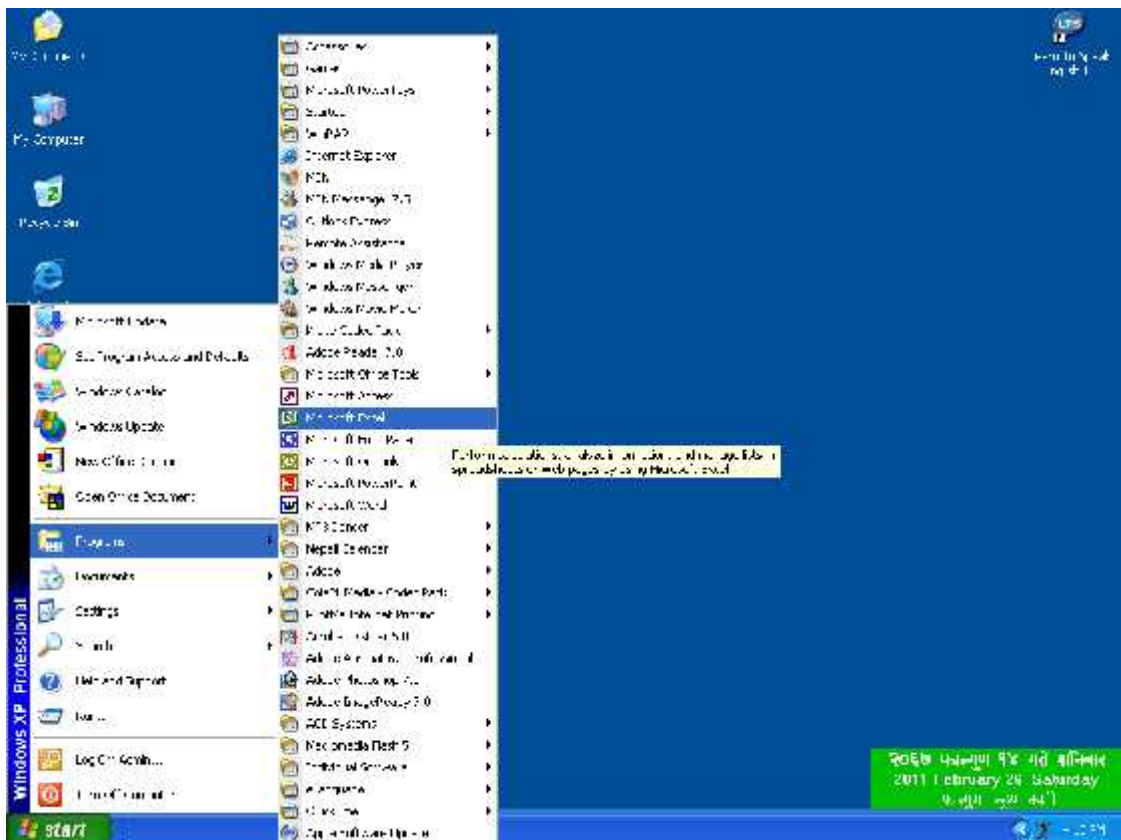


Fig.1 Starting Excel

    a.   Open the Start menu by clicking the Start button.

    b.   On the Start menu, click Programs.

    c.   On the next menu, click Microsoft Excel.

2. Different components of Excel screen
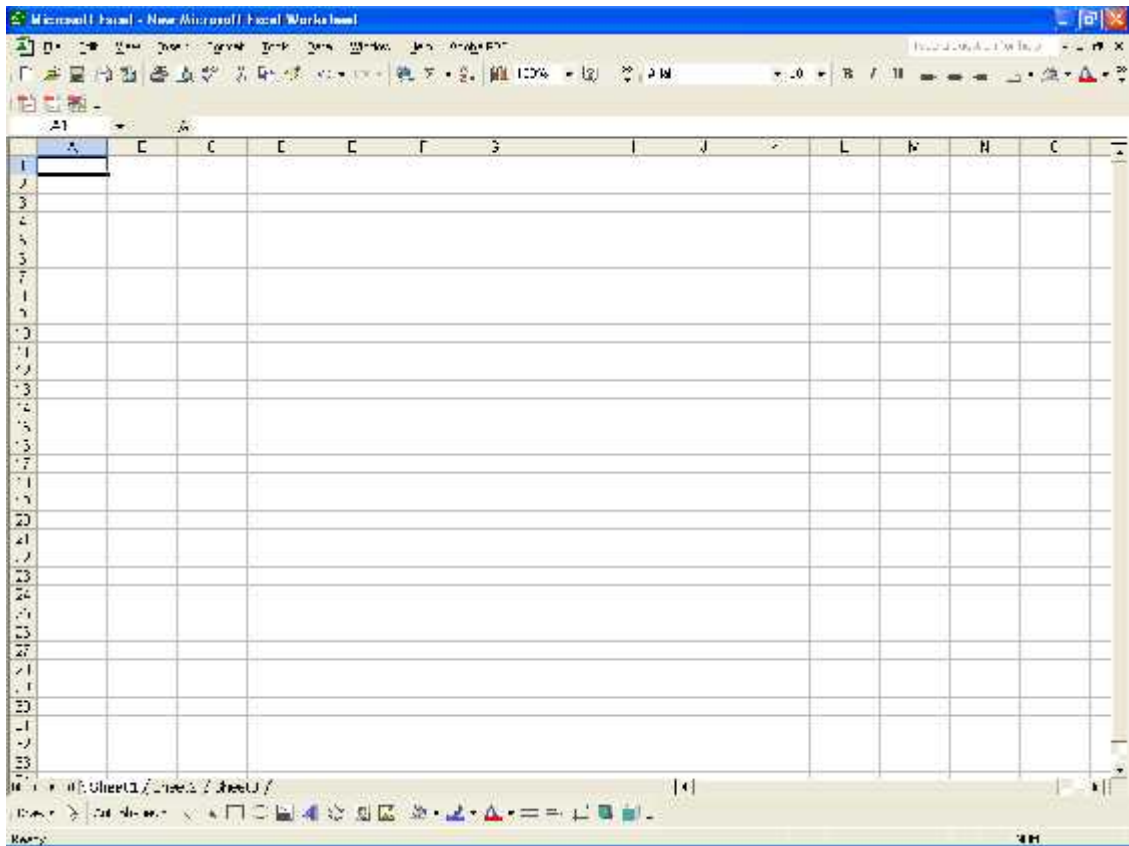


Fig.2 Components of Excel Screen

a.  Title bar (Minimize, Restore and Close buttons).
b.  Menu bar (Menu options such as File, Edit, View, Insert, Format, Tools, Data, Window and Help).
c.  Standard toolbar (Program operations such as Save, Open, Cut, Paste, Autosum etc.).
d.  Formatting toolbar (Buttons to change Font, Font size, Font styles etc.).
e.  Formula bar (Display the values, formula and edit data contained).
f.  Status bar (Status of workspace).

3. Creating a new Worksheet (Spreadsheet made up of 65,536 rows and 256 columns)
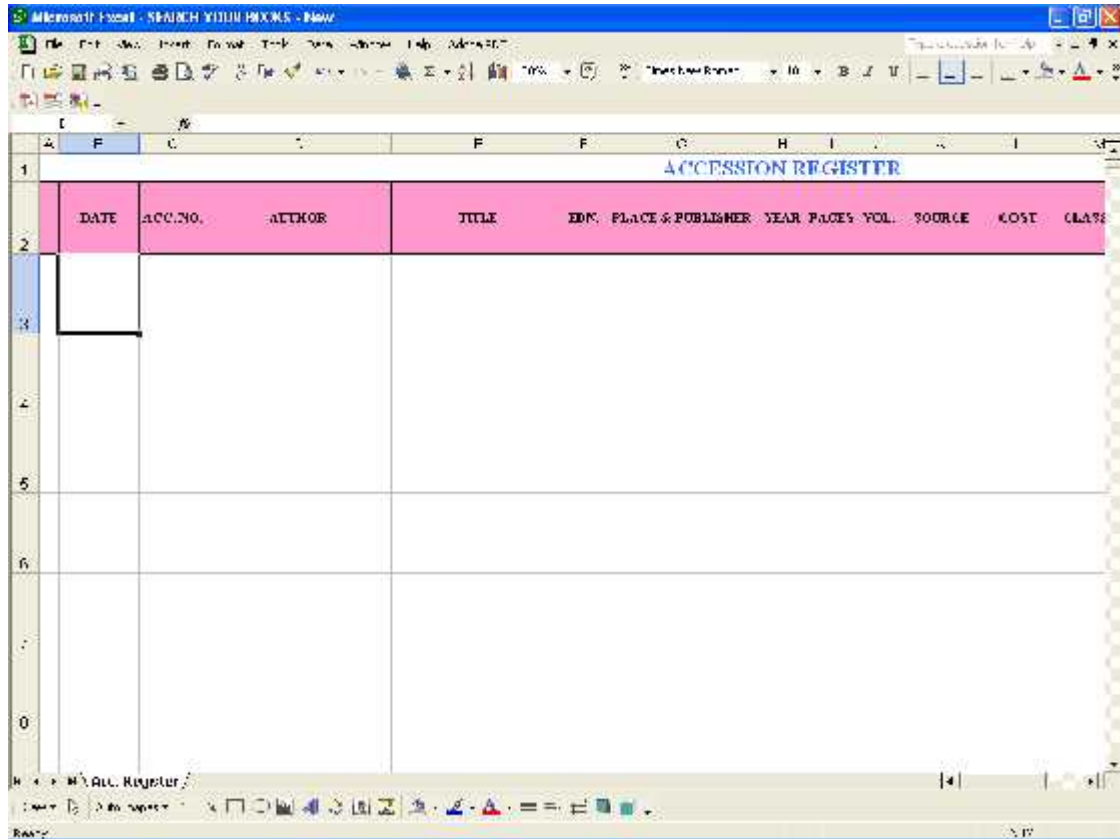


Fig.3 Customized Worksheet

    a.   Give Title/Heading(s).
    b.   Define fields on next columns as required.

4. Customizing the workspace
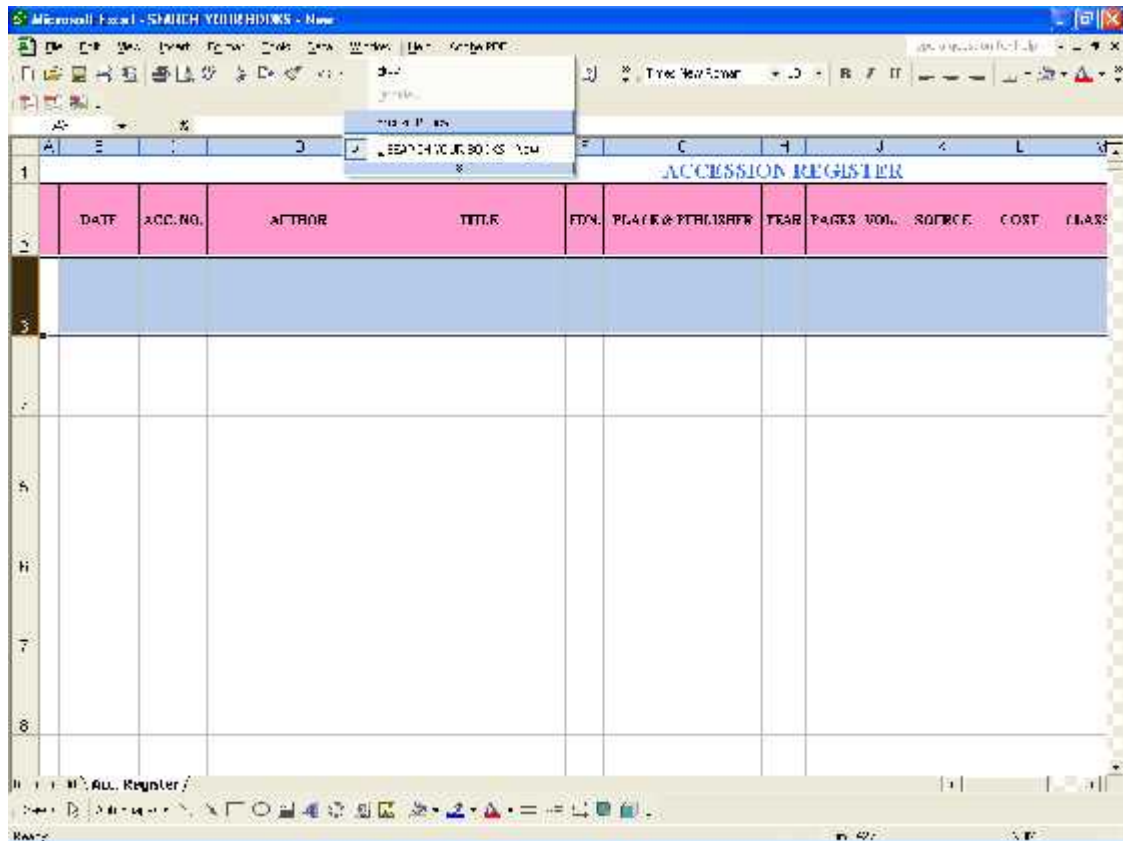


Fig.4 Use of Freeze Panes

a. Select an entire row below from title to split panes horizontally.

b. Click on **W**indows menu.

c. Enter **F**reeze Panes submenu button.

5. Filtering data using Autofilter
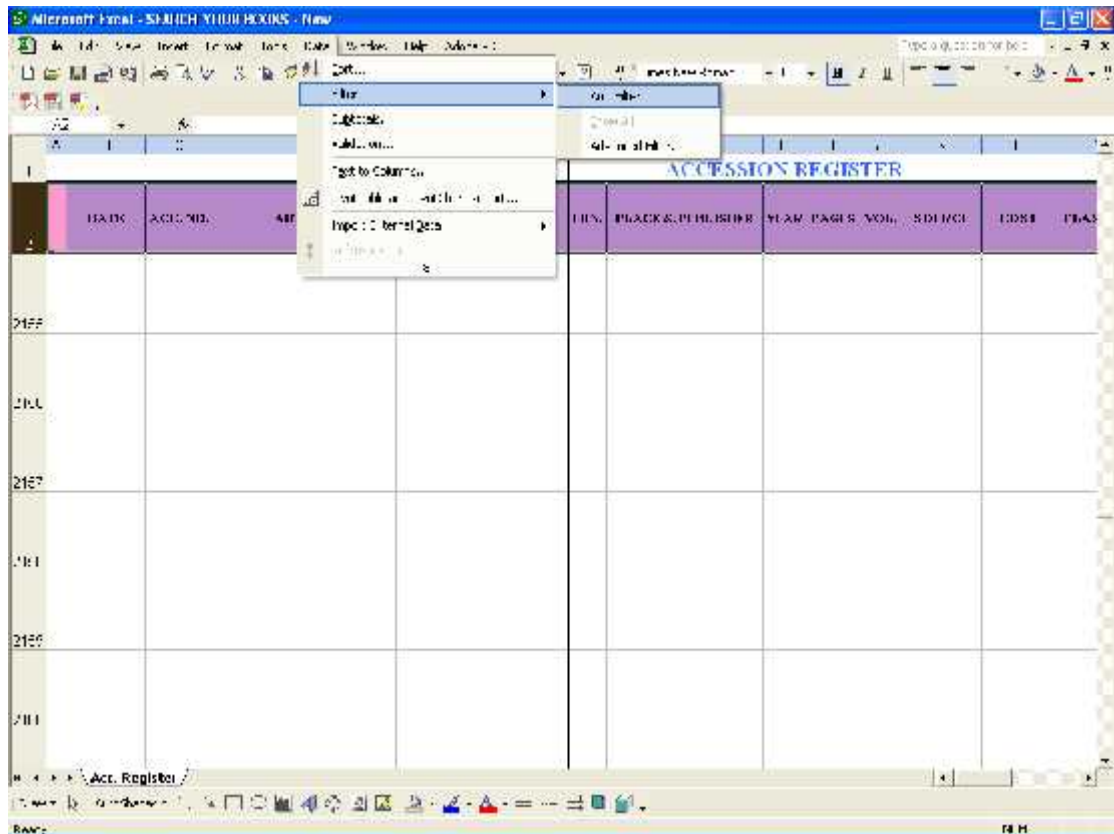


Fig.5 Use of Autofilter

    a.   Select cell(s) within the range of data.

    b.   Choose **F**ilter from the **D**ata menu.

    c.   Select Auto**F**ilter from the **F**ilter submenu.

6. Data entry (According to fields defined)



Fig.6 Data entry

a. Enter the data of the books.
b. Classify books.
c. Give Keywords.
d. Give Subject Headings.

7. Organizing the list



Fig.7 Drop-down list

a. Click on the drop-down button to get required list.

8. Result



Fig.8 Autofilter lets you narrow your list

9. Search button
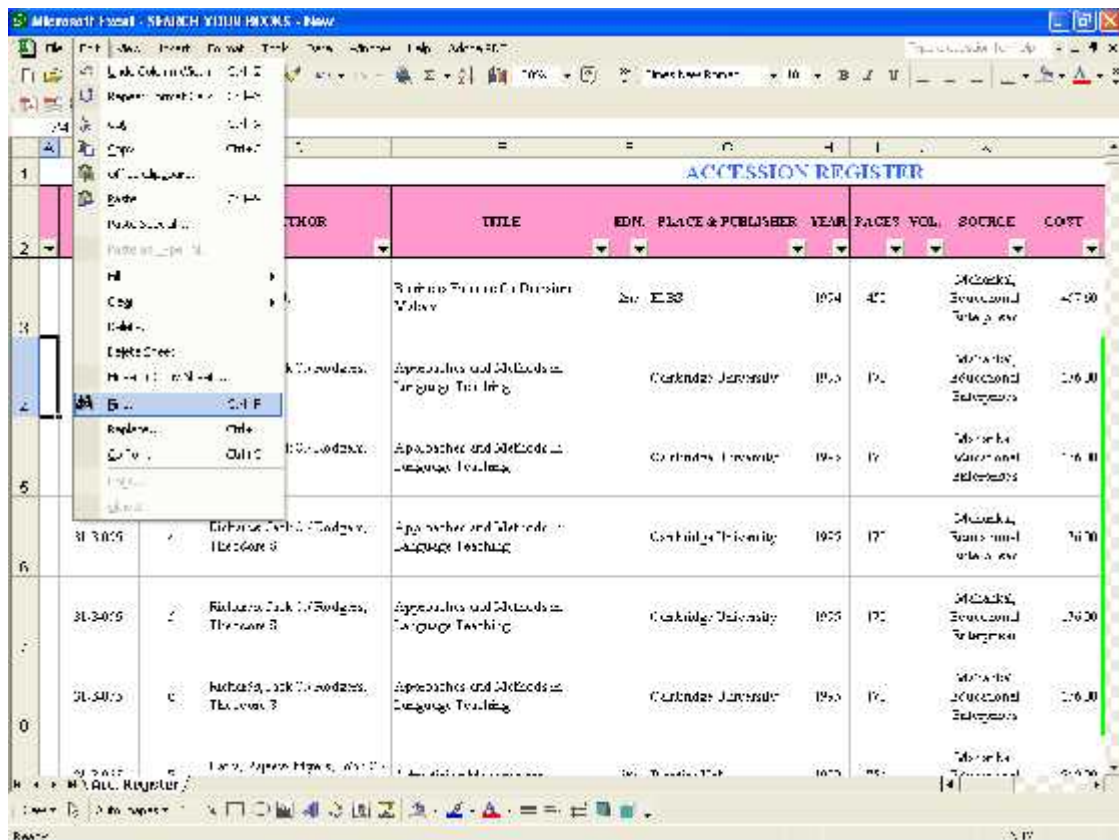


Fig.9 Use of Find option

a. Click **E**dit menu.
b. Enter **F**ind option or use shortcut, Ctrl+F buttons on keyboard.

## 10. Find (Ctrl+F)



Fig.10 Locate the data

## Findings

The above sample of experiment shows that how to create data in MS-Excel. We started the data collection process with the Accession Register which arrived in Excel format. Using this spreadsheet, we created data collection and inventory of the entire collection. In some cases, we added titles or other information to the spreadsheet based on what we found. Filtering, Sorting, Find etc. options were used to get the actual data from Excel database. Although this was a time-consuming task, it was the most vital part of the search job and was necessary in order to make the management control system as accurate and as reliable as possible.

# CURRICULAM-VITAE (CV)

## PERSONAL DETAILS

Name: Nemal Man Shakya

Father's Name: Lalit Man Shakya (Associate Librarian, Nepal Commerce Campus)

Date of Birth: 10$^{th}$ December, 1975 (B.S.2032/08/24)

Sex: Male

Nationality: Nepali

Religion: Buddhism

## ACADEMIC QUALIFICATIONS

Masters in Library and Information Science (MLISc.): Central Department of Library
& Information Science, Kirtipur

Masters in Business Administration (MBA): Shanker Dev Campus, Putalisadak

Bachelors in Commerce (B.Com.): Public Youth College, Dhobichaur

Intermediate in Commerce (I.Com.): Shanker Dev Campus, Putalisadak

School Leaving Certificate (S.L.C.): Viswa Niketan Secondary School, Tripureshwor

Primary Education: Laboratory Boarding School, Kirtipur

## COMPUTER COURSES ATTENDED

Diploma in Computer Applications: Campion Computer Centre, Kumaripati

5 in 1 Package with Windows: Matrox Computers Pvt. Ltd., Khichapokhari

ABC of Computer Science: National Computer Centre, Singhdurbar

## TRAININGS

Training for Trainers: Ace Institute of Management, New Baneshwor

Training on Motivation: Campion Head Office, Russian Culture Centre

English Language Training: Campus of International Language, Exhibition Road

Nepal Bhasa Literature Training: Nepal Lipi Guthi, Raktakali

English Language Training: Language Linkage, New Road

## EXPERIENCES

1) Worked as a Librarian at Campion Academy, Higher Secondary School, Kumaripati since 1997 to 2005.

2) Currently working as a Librarian at Ace Institute of Management, Under-Graduate School, Naya Baneshwor since 2005 to date.

## CONTRIBUTIONS

1) Moonlight Higher Secondary School (MOLIHSS) Library established in the year 2007.

2) Saurya International H.S. & College Library managed in the year 2009.

## PERMANENT/ CORRESPONDENCE ADDRESS

Ga 2-30, Kath-3, Phasikeba Tole, House No.113

New Road, Kathmandu, Nepal.

Contact No. 4-249996 (R), 9841-256999 (M)

E-mail: mr_nemal@yahoo.com

## LANGUAGE PROFICIENCY

Nepal Bhasa

Nepali

Hindi

English