

Construction and Management of Electronic Reading Room at China West Normal University

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Abstract- With the development of science and technology, people are always hoping to obtain needed information as soon as possible. For this, electronic reading room (ERR) in university library comes into being. But as a newborn thing, some problems in construction and management will unavoidably appear and need to be resolved immediately. So in this present paper, the ERR of China West Normal University (Nanchong City, P. R. China) was taken as an example, the solutions to how to construct and manage an ERR were reported. The content of this article is beneficial for the construction and management of other ERRs.

Keywords- *Electronic Reading Room; Library; Construction; Management*

I. INTRODUCTION

With the rapid development of science and technology, a variety of information changes with each passing day, people are always hoping to acquire and disseminate needed information as quickly as possible. The libraries in university are important service institutions for teaching and scientific research^[1], but the previous service approaches based on paper documents are out of satisfying readers, this requires library to change traditional service ways^[2]. In order to keep up with the pace of time, electronic reading room (ERR) has been coming into being in many organizations under the help of digital networks, and can just saturate the readers' demands by providing various and timely information. Simultaneously, the higher-level intelligence services promote in turn the formation of digital, networking and individualized information environments.

ERR is a kind of place which provides electronic documents for readers by means of computer, communication and network equipment^[3], at same time, it is also a new product marking the development of atomization and networking for library. As a popular location, ERR concentrates computer equipment, network and many kinds of databases resources. And thus, it provides a new and practical service way to readers by rapid researching and browsing of information and data.

Therefore, how to construct and manage electronic reading room and make it present better service for readers is an important research project. Here, take the ERR in China West Normal University (CWNU) library (Nanchong City, P.R. China) as an example, the construction and management of electronic reading room was in detail reported.

II. CONSTRUCTION OF ERR

A. *Strengthening Team Construction, Improving Librarian's Professional Quality*

Under network environment, university library has already changed traditional service model that mainly depended on paper literature, it satisfies readers' personalized needs with one-stop solution by means of ERR. ERR, as a newly developed online communication platform, should also become an important location which can offer quality services for teaching and scientific research. In return, this kind of omni-directional and multi-level quality service can stimulate the development of library.

With respect to ERR, the most important thing is to establish an excellent staff team^[4-5]. As an important component of library, its staff should have broad range of knowledge, strong personal computer skills and good overall English applications; on the other hand, the staff should possess high web-search and information-analysing abilities, and can guide readers to search needed information. For this purpose, CWNU library carries out periodically some training works for the relevant persons of ERR, the training contents involve search methods of diversity information, administration of system and network, attitude and awareness of service. Consequently, some relevant professional positions were established, including internet attendants, webmaster and system librarian.

B. *Carrying out Reader's Training Service*

The information-search training for readers is a laborious work. To find rapidly needed information, readers must know the source of information, possess basal literature-search skills and have the abilities analysing and dealing with related information. For this goal, our library pays high attention to freshmen's training work. Firstly, some teachers from scientific and technical information room will be assigned to each college to teach the freshmen, introducing our library reality, rules and regulations, existing organizations and literature-search methods. After that, these students will be leaded to ERR. The teachers teach them how to obtain needed information from internet or the internal data of the library. Moreover, some specific search

examples will clearly be elaborated, and these students will also operate computers to gain appointed data by themselves.

Secondly, for the teachers and students who develop scientific research, they need lots of information and data from internet or the interval data of library, if required, we will carry out some professional training in search method, in order that they can accurately and quickly obtain needed information and data.

C. Creating High-Quality Web Pages

The web pages stand for the visage of library to some extent, high-quality web pages cannot only reflect the modern level of library development, but also offer first-rate service for teaching and scientific research. Speaking of the homepage of CWNU library, navigation bars were set at the top of homepage, including reader guide, new book arrival, electronic sources, on-line retrieval, reader messages, network navigation and over-due announce. More importantly, many hyperlink databases are included in the homepage (available at <http://210.41.192.32/>).

III. MANAGEMENT OF ERR

A. Establishing Scientific Rules and Regulations

ERR is different from traditional reading room, it mainly depended on electronic devices, not books. So it will bring some difficulties to management, owing to public characteristic. In order to make ERR provide better services for readers and assure its smooth running, CWNU library worked out many rules and regulations, such as “the rights and responsibilities of workers”, “the reading room rules for readers”, “instrument management rules”, “safety rules of electronic reading room”, etc. These rules and regulations ensured that ERR can play regular roles without compromising safety.

B. Strengthening Routine Management to Readers

Golden Disk Library Integrated System (GDLIS) software was used at our ERR. Due to paid service, readers have to pay some fees during using computers; paying fee is finished by deducting corresponding fees from their library cards. If their library cards are overdue, they can renew them, at least ¥1.0 per at a time. Before operating computers, the readers are requested showing their library cards, then, claim operation cards from administrator. In general, the administrator will arrange available computer for them according to their demands. If too many people and no enough computers, their operating time will usually be confined, generally, within two hours.

In order to maintain a clean, tidy and quiet environment, the readers at ERR must have a well-dressed appearance, stop smoking, stop eating, stop noisy talking. If they listen to audio materials, earphone must be worn to make certain non-interference with other people. In addition, the readers must protect and use carefully public property, as long as destroying them deliberately, they must pay back double. Moreover, the readers must not browse obscene and unhealthy network resources, or they will be punished at some different extent, including facing with criticism, banning to use computer or leaving the ERR. For the problems occurring during operating computer, including hardware and software, the administrator at ERR will immediately help them to resolve. After finishing operating, the readers must return operating cards to reception centre and ensure that the devices are proper. For transgressors, we insist the principle “the education primarily, punishes for auxiliary”.

C. Strengthening Scientific Management to Hardware and Software

To construct our ERR in CWNU library, a large amount of money and manpower were invested, and a better reading environment was established. Hardware included multimedia computers, CD servers, World Wide Web (WWW) servers; software consisted of the authorized and genuine Windows XP operating system, WWW browser, Novell NetWare, some application software. Of course, the cost used to purchase diversity databases is the biggest investment. For possessing a good management to them, the relevant staff must take charge of remote monitoring and have basal maintenance technology for devices and systems. When problems take place, they can deal with them as soon as possible, to make sure normal operation of hardware and software. Additionally, the protection software of hardware named Deepfreeze has been installed into all computers. Furthermore, we also carry out periodical virus scanning and killing, like this, the operation system can immediately be restored or repaired when they are toxic.

IV. CONCLUSIONS

21st century is an information age, and a large amount of information and data continuously come forth, just so, ERR in university library has been presenting more and more important position and function. For the sake, we must strengthen scientific construction and management to ERR. In case of no strict scientific construction and management thinking, it cannot play its rightful role. Therefore, how to take full advantage of the information resources from network and library? How to innovate the service ideas and management model? These problems need us to think seriously. For better development and keeping pace with the times, all the staff in ERR must continuously strengthen service consciousness, enrich their knowledge and improve their level of specialty.

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