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## Management

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# A Peep into Library Automation

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## Introduction

The aim of this article is to motivate the library users to approach the OPAC (Online Public Access Catalogue) for their search for information in the libraries and information centers. The aim of a professionally qualified librarian would be to put it in effort to make life easy for its users. Automation of the libraries focuses on cataloguing of information acquired in the library and makes them available for its users on the OPAC terminals. From the user's point of view, meeting with his/her information needs, start with the libraries OPAC. Here in this article you would know more about the software that is in use, in the library.

## Need for Automation

- It helps take good control over the library collection
- Make available the resources of the library
- Make OPAC user friendly
- To share information among other libraries
- Avoid duplication and help develop the library collection

## Library & Information Centre

Library is the repository of knowledge, where student, faculty, doctors or administrative staffs can freely and easily access the required information. The Library is designed with this objective in mind.

It has resorted to modern information and technology and has built databases as per its requirement. The library has gathered a distinctive collection of more than 25,000 volumes including textbooks, reference books, training materials, manuals, reports and conference proceedings related to health care sectors. It subscribes to more than seventy-five leading national and international journals on health management and business periodicals/leading newspapers in India. In addition, the library also has a collection of thesis

and over two hundred videocassettes related to public health and management education. The library is equipped with two Pentium II based computers; one TV/VCR; and a photocopier. The library's acquisition and cataloguing and OPAC are managed with the software named CDS/ISIS. A brief note on this software is given at the end of this article.

## ALICE Database at the Library

The primary database of our library is ALICE. This database holds information on all items in the library, like books, journal articles, videocassettes thesis and non-book materials etc. The database holds over 30 25, 000 records on books and journal articles.

This database gives the users complete bibliographic information on any book available in the library. It lists the journal holdings of the library. Every single article in the journal is indexed into this database.

Users can access this database with an authors name or a title. In addition to this a user has access to information with the help of subject headings or keywords.

There are many search facilities the user has access to. Some important and most frequently used ones are given below

- Normal browsing with help of Master File Number (MFN) i.e., Serial Number
- The terms are searched through dictionary list
- Search formulation i.e., search-wise, title, author, keywords, abstract, and etc.,

## Structure of the ALICE database

This structure is given here for more understanding of the database you would use in the library.

## Indexed items in the ALICE database

These are the fields that are indexed in the ALICE database. Each term indexed are prefixed and given below.

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<b>FIELDS</b>	<b>REMARKS</b>
Date of Entry	Date of record entry
Whereabouts	General Lib. or Department Lib.
Position	Document is in the rack
GMD	Document Name (Book or Journal Articles or etc.,)
ISBN	Book Number
ISSN	Journal Number
LC Number	Library of Congress Number
Call Number	Classification Number
Accession Number	Book Number (Access in Library)
Language	English/Hindi/Tamil
Stacks	Position of the document in the library (rack)
Status	Issue copy or Reference copy
Copy	No. of Copies
Subject	Name of the Subject
Author	1 <sup>st</sup> Author
Other Authors	2 <sup>nd</sup> and 3 <sup>rd</sup> Authors
Corporate Body	Enter the name of the Body
Meeting	Name of the Organization Conducted
Title	Title and Subtitle
Series	Name of the Series
Journal Name	Name of the Journal
Volume	10 /25 /IV /V
Issue	1 /2 /5
Part	I /II /V
Edition	3
Place	Place of the Publisher
Publisher	Name of the Publisher
Month	Jan. or Feb. or Dec.
Year	2000 or 2001
Pages	In book - 455 (last page no.) In Journal 1-23 or 34-55
Price	Indian currency and foreign currency
Invoice	Details on Bills like invoice number, date, and vendor name
Keywords	There is a word collected from the book contents and title
Abstract	About the Book
Remarks	Loss or Damage details of an item
Withdrawn	Loss or Damage of the Books

## **Publications of the library**

### **News clippings**

This is published monthly. This is a compilation of news items on various topics from leading newspapers in India. The items are arranged subject-wise, and a suitable subject heading is assigned to each item.

News clipping is a booklet, released first week of every month. One copy is available in the library (Reference section) and copies are made and circulated to both the clinical and management staff in the hospital. 3 copies are sent to the satellite hospitals. This news clipping booklet is only for internal circulation and is not for subscription.

<b>FIELD INDEXED</b>	<b>PREFIX FOR THE FIELD INDEXED</b>
GMD	GMD
Subject	SUB
Author	AU
Journal Title	JT
Volume	VOL
Issue No.	ISS
Month	MON
Publisher	PUB
Year	YR
Keywords	Selective words from title and contents

### Display Formats available in the ALICE database

Call No:	Acc. No:
Status:	Location
Author's Name:	
Title and subtitle of the Book/Edition statements, Place of publisher: Name of the publisher; Year of publication, No. of pages, Price	
Subject:	
Key Words:	
Abstract:	
Call : 658.3	Acc.No: 150
Status: Issue	Loc: General Library
Goyal, R C	
Handbook of Hospital Personnel Management/New Delhi: Prentice-Hall of India, 1994. p.299; Rs. 150.00	
Subject:	Hospital Management
Keywords:	Hospital management; Health services; Health policy; Hospital classification; Salary administration; Performance appraisal; Training; Personnel department; Hospital administration; Manpower planning; Organization development; Personnel audit; Counselling; Communication; Computer.
Abstract:	This book present a historical review of Indian hospitals with their nature, scope and classification; Health services through the eight five year plans; and the national health policy and discuss the methods of organizing the hospital personnel department and administering it on modern, scientific lines, right from evolution of personnel management, manpower planning, organization of the personnel department to personnel audit. Also covers general administration in hospitals, viz. Organizational development, management by objectives, transactional analysis, human relations, the importance of teamwork in hospitals, computers in hospitals, and legal tips for hospital administrators.

### Journal Article

Author's Name: Title and subtitle of the Article: Name of the Journal (source): Volume (Issue), Year; Month, Pages:
Roemer, Linda "Hospital middle managers perceptions of their work and competence" Hospital & Health Services Administration Vol: 41(2) 1996 Summer p.210-235  Yingling, Sandra; Bolster, C J "Baking on bonuses: 1998 Salary survey" Hospitals & Health Networks Vol: 72 (17) 1998 SEP. p.24-36  Anand Sudhan, k Sasipriya K M; Kavidha S and Anita Dyna Pinto "Recent challenges in hospital management" Hospital Administration Vol: 36 (1 & 2) 1999 MAR. - JUN. p.55-63

### Non Books

STACKS: Author's Name Title and subtitle of the document; Place, Publisher; Year, Pages Accession No:	Location:   Subject:
STACKS: IH-5  ICARE Charitable Eye Hospital : A project of the ishwar charitable trust / Noida, Uttar Pradesh: ICARE chasritable Eye Hospital, P.15 Accession No:	Location: Resource Center   Subject: Indian Hospital

### Project Report

Author: Title and subtitle of the Project Report: Accession No:
Veeramani, A "Development of Budgeting Process for Aravind Eye Hospital - Madurai" 1987 Acc. No : 285

### Video Cassette

Author:	
Title and subtitle of the video Cassette	
Volume:	Time:
Accession No:	
Johnson, Larry “ Project Management ” Vol : 1            p. 49 minutes Cassette No : 1 Johnson, Larry “Project Management ”	

Clipping is headed by contents like, education, health sciences, eye care, general management, and computer science

#### **Journal Alliance**

This is a monthly compilation; a list of new journals and articles received in the library in a particular month.

#### **Subject Bibliography**

This is published twice in a year, contains a list of documents available in particular subject headings.

### **Medline**

#### **What is Medline?**

MEDLINE is the most popular and useful computerized database. The National Library of Medicine of the United States of America compiles this. The coverage dates back to 1966 and references to over 9.2 million records are now included with abstracts for about 70% of these records. Some 31, 000 new citations from 4,200 journals are added each month.

Medline is the first database of its kind for information in clinical medicine. It was a machine-readable version of the venerable Index Medicus. The key elements of every citation such as author and subject information are organized in a manner, which makes them searchable, by the computer. The computer searches the data in the database to retrieve information, which matches the user request.

Medline can produce in minutes what would require hours in a manual search of the Index Medicus. Another advantage is that of more current information because the database is updated months before the printed version is available.

A computer search also links multiple concepts, which is not an easy task using the printed index. For example, locating an article on the subject of mortal value insufficiency, caused by bacterial endocarditis requires a search under more than one subject heading. A computer does it easily by combining the subject the subjects and looking for only those articles, which contain the required concepts.

#### **Medline in ISIS**

How to get Medline (journal articles) in ISIS?

We are able to get the Medline articles (from CD) in ISIS. First we can download the journal articles in Medline CDs in text format. Then we change the text format to ISO (file) with the help of PYG.EXE (Pygmalion). Because ISIS is accepted the data's are only in ISO format. Now this ISO file is downloaded to the ISIS database, and processed in the ISIS (Index, update, full inverted file generation and etc.,) and then we are access the records.

#### **CDS/ISIS**

CDS/ISIS is a software developed by UNESCO and distributed free of cost to the developing countries. This software is a menu-driven generalized information storage and retrieval system designed specifically for the computerized management of structured non-numerical databases. Today this software is available on different platforms like DOS; UNIX; Mainframe and Windows. The biggest strength of this software is the retrieval component. There are many search strategies available and the retrieval is very fast compared to many professional software available round the world.

**Sample record of Medline article in ISIS**

Title : Low uptake of eye services in rural India: a challenge for programs of blindness prevention.

Author : Fletcher-AE; Donoghue-M; Devavaram-J; Scott-S; Abdalla-M; Shanmugham-CAK;  
Murugan-PB

Address : London School of Hygiene and Tropical Medicine, England.

Source : Arch-Ophthalmol. 1999 Oct; 117(10): 1393-9

Year : 1999

Country Published: UNITED-STATES

**Abstract**

**Objectives:** To investigate service uptake in a rural Indian population served by outreach eye camps and to identify barriers to uptake. **PARTICIPANTS AND METHODS:** A routine eye camp was conducted within 5 km of each of 48 randomly selected villages of typically Hindu, backward-caste communities. Subsequently, participatory rural appraisal-community mapping, focus groups, matrix ranking, and semistructured interviews-was undertaken to explore community views of eye problems. An eye examination was conducted on persons with eye problems who did not attend the eye camp. Predictors of attendance were identified by multilevel regression analysis.

**Results**

Of 749 adults with an eye problem, 51 (6.8) attended the eye camp. Independent predictors of attendance were being male (odds ratio = 2.3; 95 confidence interval, 1.2-4.5) and living within 3 km of the camp (odds ratio = 4.5; 95 confidence interval, 1.7-12.5). Of the 552 persons who did not attend the eye camps and had an eye examination, 242 (43.8) had low vision (visual acuity 6/18 to or =3/60 in presenting better eye) and 38 (6.9) were blind in both eyes. Cataract surgery was recommended for 197 (35.8) of the persons who did not attend the eye camps. Of 109 persons with a previous cataract operation, 42 (38.5) had low vision and 11 (10.1) were blind. Fear (principally of eye damage), cost (direct and indirect), family responsibilities, ageism, fatalism, and an attitude of being able to cope (with low or no vision) were the principal barriers to attending the eye camps.

**Conclusions**

A high proportion of people who could have benefited from eye treatment were not using available services. Poor visual outcomes were observed in surgically treated persons.

**Keywords**

Attitude-to-Health; Blindness-epidemiology; Eye-Diseases-epidemiology; Eyeglasses; Health-Promotion-utilization; India-epidemiology; Middle-Age; Rural-Population-statistics-and-numerical-data; Socioeconomic-Factors; Blindness-prevention-and-control; Eye-Diseases-surgery; Ophthalmologic-Surgical-Procedures-utilization; Patient-Acceptance-of-Health-Care-statistics-and-numerical-data; Rural-Health-Services-utilization

### System Restrictions

Maximum number of databases	- Unlimited
Maximum number of records in a database	- 16 Millions (500Mb)
Maximum record size	- 32000 Characters
Maximum field size	- 32000 Characters
Maximum number of fields	- 200
Maximum number of FST lines	- 600
Maximum number of stop words	- 799
Maximum number of display format	- 10000 Characters
Maximum size of display buffer	- 64000

### Functions provided by CDS/ISIS

- Define data bases containing the required data elements
- Enter new records into a given data base
- Modify, correct or delete existing records
- Automatically build and maintain fast access files for each data base in order to maximize retrieval speed
- Retrieve records by their contents, through a sophisticated search language
- Display the records or portions according to the requirements
- Sort the records in any sequence desired
- Print partial or full catalogues and/or indexes

### CDS/ISIS for Windows (WINISIS)

Since 1989, when most new microcomputers were supplied with a new operating system called Microsoft Windows, it was inevitable that the users of CDS/ISIS would call for a Windows version, and UNESCO began to develop one in 1995.

Unlike the DOS version, ISIS for Windows is not written in Pascal but in a combination of languages, primarily C and C++. Following the philosophy of the DOS version, a program library is available of programs which can be utilized in the user's own routines in a similar way to that in which Pascal was used in the DOS version. BIREME (the Latin American and Caribbean Center for Health Sciences Information) has cooperated with UNESCO in developing this 'library' and a Dynamic Linked Library (ISIS\_DLL) is available containing these routines. This can be downloaded from the BIREME website at <http://www.bireme.br>.

### References

1. *CDS/ISIS Manual 1.3*
2. *Reference manual: CDS/ISIS for Windows Version 1.31*
3. *The CDS/ISIS For Windows Handbook By Andrew Buxton and Alan Hopkinson, Paris, UNESCO/CI, September 2001*