

Management and Construction of Books and Materials in Colleges and Universities in the Network Era

Yi Zhao

Jilin Library, Jilin, 132000, China

Abstract: *The management and construction of books and materials can lay a solid foundation for the good development of colleges and universities. Based on the background of the network era, the development of Library and information management in colleges and universities should also follow the pace of the times, accelerate the construction of a network management framework, and create a good and harmonious academic research environment for teachers and students in colleges and universities, in order to strive to improve teaching quality, help the in-depth development of talent training in colleges and universities, and also provide an effective driving force for the in-depth development of education in colleges and universities. Based on this background, this paper defines the importance of realizing network management in the management and construction of books and materials in advance, and puts forward some promotion suggestions, in order to make suggestions for the development of internal education in colleges and universities at this stage.*

Keywords: *Network Era; Colleges and Universities; Books and Materials; Administration; Construction*

1. Introduction

The rapid development of science and technology has brought people into the network era. Nowadays, network information technology has been widely used in many industries, and it has also played a very important role in the development of Library and information management in Colleges and universities. Digitalization and informatization are the prominent characteristics of the development of Library and information management in Colleges and universities. Generally speaking, the management of books and materials involves relatively more contents, including book procurement, book sorting, book classification, book circulation, book storage and other work. The above work has strong systematic and meticulous characteristics. In order to promote the books and materials in Colleges and universities to play a good role, we should make better use of the advantages of network technology and develop innovative library management mode. In the current era environment, the management and construction of books and materials in Colleges and universities can accelerate the realization of scientization and modernization, which can effectively improve the accuracy of service work and ensure that the library management service remains efficient, and the above management service is a necessary means to meet the current needs of people.

2. The importance of realizing network management in the management and construction of books and materials

2.1. Expanding collection resources

When network technology was not popularized, most libraries in colleges and universities collected resources in kind, so they faced more problems of sorting and classification. But now, with the development of science and the innovation of digital network, the library resource management in colleges and universities has basically realized the digital collection. [1]Online books and materials basically include two types of network information resources and collection information resources. For university libraries, whether they rely on physical storage of collection resources or Internet storage of network information resources, they are important components of University book resources. Meanwhile, electronic documents have many advantages, such as large amount of information, convenient management and low price, and can provide convenient access services for teachers and students. At the same time, on the basis of convenience, it can also help improve the efficiency of resource sharing, and

help improve the efficiency and quality of university library management.

2.2. Simplifying management and circulation process

The fundamental responsibility of university library is to provide more high-quality services for teachers and students. In the past, the borrowing link needs to rely on librarians. The process of consulting the library catalogue is too cumbersome, causing unnecessary waste of time and resources. However, based on the background of the network information age, the emergence of digital libraries enables libraries to provide services around the clock. Readers can borrow the required materials directly through the computer, without the need to consult through the librarian, effectively getting rid of the restrictions of time and space. The establishment of digital library enables readers to access, download and edit materials anytime and anywhere on the basis of authorization. Therefore, readers have obtained a diversified reading experience and more convenient high-quality services.

2.3. Consulting and retrieval methods of innovative materials

In the past, the document retrieval function of the library has been favored by readers. Now, with the help of network information technology, the document retrieval method has been effectively improved, and the digital document retrieval method provides a more humanized service for the majority of readers. The majority of readers only need to type in the search information column to obtain a lot of literature resources, and can read and download unlimited editing, so as to achieve a high degree of sharing of literature resources.

3. Characteristics of internal data management and construction of university libraries under the background of network Era

3.1. Data collection process is networked

In the background of the network era, the management of books and materials is mainly carried out with the help of the network. The staff only need to apply a computer to manage the books and materials. In the above process, manual borrowing is only an auxiliary form of work, such as book purchase, classification and query and other related operations can be completed by the computer. Up to now, data and information has become the most basic storage form of books. Compared with the physical storage form, the biggest difference is that digital information can organically combine the sound, image, text, picture, and comprehensively improve the level of related management of books and materials.

3.2. Data storage process is dynamic

Generally speaking, the storage form of books and materials is relatively intuitive, and it is presented through the static form. Although the storage volume is relatively large, the management is relatively cumbersome. The storage of network books and materials is dynamic, and the specific form is digital information. The network-related storage mode and the traditional collection mode are relatively different. The digital form of books and materials can effectively reduce the area occupied by the books inside the library, and have strong security and reliability. Readers want to obtain books and materials, they need to use access, retrieval, download and storage and many other operations, which is very convenient and fast.

3.3. Sharing of data management efficiency

In fact, the traditional books and materials face a very complex environment, while the information form of the network books and materials is stored in the network environment, the network environment has a strong open characteristics, readers borrow, output and download are not restricted, will not produce short supply and other problems. From the perspective of time and space level, the biggest advantage of information book storage form is that with the sharing characteristics of collected books and materials, the sharing of books and materials can be realized to the maximum extent.

4. Feasible suggestions on promoting the networking process of library and information management in colleges and universities

4.1. Under the background of the network era, we should give some policy support to the management of books and materials

The smooth development of any industry and work depends on the support of policies. It is very important for relevant departments and colleges and universities to support the network construction of library management. In today's era, the role played by the library is becoming more and more important, which plays a very important role in the development of students and the construction of colleges and universities. First, in order to effectively carry out the management and construction of book resources, school managers should actively change their working ideas and give strong support to book management in terms of material and personnel reserves; Second, we should ensure that the library construction work has sufficient funds for a long time. Generally speaking, network management and information construction need to consume a lot of funds. If there is a shortage of funds in the process of construction, it will lead to obstacles in the collection of books and materials, which will not only weaken the richness of books in the collection, but also cause copyright disputes, and even hinder students from carrying out academic research[2].

4.2. Improving the comprehensive quality of library management practitioners

Ensuring professionalism is a necessary prerequisite for the steady development of every industry, and so is the management of library resources in colleges and universities. In the process of the development of information society, the good use of network information technology is the cornerstone of improving the specialization of library resource management, and the operation and application of technology is bound to rely on practitioners. Therefore, we should constantly improve the comprehensive quality of practitioners in the library and improve the operation level of network technology. The basic work of library management practitioners is to collect and sort out literature information. In order to effectively complete this work, it is the responsibility of many colleges and universities to organize library resource management staff to participate in training, which is also a high-quality way to help improve the quality of library management.

4.3. Improving the standardization and standardization level of management work

In the process of development and construction, the internal library of colleges and universities has been divided into independent departments and departments, and has also established a relatively perfect document resource retrieval library, but the management standards on which it is based still need to be unified. For example, nowadays, the main interface of the book resource retrieval library is too old and lack of innovation, which leads to many students' aesthetic fatigue and is difficult to match their personal aesthetics; Many colleges and universities have different operating procedures for book borrowing, which makes the management efficiency too low. Therefore, colleges and universities should establish standardized book management standards and unified reading standards and processes to improve the intensity of document management, and implement the details of each book resource management to unify the development standards of various services, so as to finally realize standardized and standardized management.

4.4. Improving the efficiency of information resource development and sharing

At present, digitalization and networking are the overall development trend of libraries around the world. With the continuous expansion and renewal of information resources, the globalization of resource sharing is also the overall development trend of society. Therefore, the sharing of information resources and document resources within colleges and universities also has great development significance. If you want to improve the quality of book resource management in Colleges and universities from the root, speed up the construction of high-quality and perfect book supporting service system, and ensure the integrity, scientificity and accuracy of information resources and literature is an indispensable work. Therefore, the internal library management staff of colleges and universities should timely combine the internal management means of colleges and universities to share book resources reasonably. In order to realize the effective sharing and proper management of book resources, the library management staff in colleges and universities should update and maintain the equipment used in their work in time, so that teachers and students in the school can obtain the latest and most complete resource borrowing

experience, and ensure the smooth development of academic research work of teachers and students. [3]At the same time, in order to ensure the safety and sustainability of borrowing resources, relevant managers should issue corresponding management measures in time to restrict the borrowing behavior of teachers and students. Meanwhile, teachers and students in school should also consciously abide by the relevant regulations, constantly improve their internal quality, consciously maintain the borrowing order, and return the corresponding materials in time, in order to consciously ensure the integrity of the materials, and contribute to the improvement of the quality of library management. In addition, the internal management staff of colleges and universities should also lay a good material foundation for the process of resource sharing to ensure the smooth operation of equipment and excellent function.

4.5. Excavate local characteristics and boost the construction of information resources

The main work in the management and construction process of internal books and materials is to extensively collect and sort out the key resource information of key majors and disciplines within the university, and then provide endless literature content in the development process of the university. In the process of university library construction, first should combine the practical learning situation, formulate a scientific and reasonable supporting development plan, security plan has strong feasibility, after the network platform for information resources collection, and combined with the actual situation of the processing and finishing, can guarantee the database construction work has strong standardization and integrity, give full play to the important role of resources. In addition, in the construction of the resource information supporting database, schools should deeply dig into the relevant literature and information, ensure that the collection resources are always developed in the direction of digitalization, and help enhance the retrieval and transmission characteristics of the collection of supporting documents. The mining of information resources should be based on modern information processing means, and organize and organize documents, so as to effectively meet the diverse needs of readers themselves.

4.6. Innovate ideas, enhance service consciousness

Based on the network age, the internal library function should not be limited to auxiliary teaching research work, it should provide in the process of social public services play due value, especially based on the reading concept of advocacy, how to effectively explore the university library collection resources, make books can maximize meet people's own reading demand, has gradually become the inevitable choice of transformation and development of colleges and universities. Under the above development needs, university libraries should timely change personal ideas, enhance personal service awareness, always adhere to the principle of "service first" and "user first"; regard users as the core, promote the collection data towards digital transformation, more meet the reading needs of contemporary people, enrich the specific forms of books and materials, improve the efficiency of information acquisition; build intelligent information exchange platform, show humanistic care, better meet the emotional needs of users.

5. Conclusion

To sum up, under the background of the popularization and application of science and technology, people have entered the information age. At present, information technology has been widely used in many aspects of life and work. The internal management staff of colleges and universities should pay attention to the application of Internet information technology and effectively build and manage books and materials. In order to improve the overall quality of books and materials management related work, colleges and universities should focus on improving the professional quality and comprehensive quality of internal employees, give policy preference, and provide sufficient material and financial power for its information development, in order to build a new management model with unified standards and standardized management behavior, smooth the resource sharing mechanism, provide a good campus reading environment for teachers and students, and make contributions to the overall construction of colleges and universities.

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