

BUDGET MANAGEMENT & WEEDING OUT SYSTEMS WITH HELP OF NEWGENLIB 3.1.2 IN BGSIT CENTRAL LIBRARY OF ADI CHUNACHANGIRI UNIVERSITY (ACU), KARNATAKA, INDIA

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Abstract *This paper deals with the Budget Management & Weeding out Systems in BGS Institute of Technology Central Library. Academic librarians are struggling balance between patron needs, budget pressures and the library's mission to preserve materials in the age of mixed digital and print collections, the library budget is very important to the all libraries. The budget determines the services that will be offered by your library and the resources devoted to each library program and Weeding is the new model distributes budget authority among all librarians based on subjects rather than academic departments and empowers librarians to make purchasing and weeding decisions within their subject areas.*

Keywords: *Automation of Library Function, Budget Management, Weed Out, B G S Institute of Technology, NewGenLib 3.1.2*

INTRODUCTION

Budget and weeding are very important functions in engineering college libraries, libraries cannot escape from the revolution of information technology (IT), which has revolutionized the way of working of the entire society. Engineering college libraries are under ever-increasing pressure to maximize our technological capabilities in order to keep up with academic demands. Budgets are an element of an organization's financial management; financial management addresses the overall fiscal integrity of an organization and is an ongoing process. Although some aspects of financial management are cyclical (budget development, cost monitoring, forecasting, etc.), financial management occurs on a daily basis. The mission of the corporate library is to maximize the value of information services while minimizing associated costs, the common goal of all functions of an organization. As a common organizational element, special library budgets emerge from the goals and objectives of the special library and directly support the mission statement, goals and objectives of the parent organization. Weeding is an essential, continuing library practice in which materials are removed permanently from the library's collections. The process maximizes the collections' usefulness and ensures that they remain viable

and continue to support the instructional and research requirements of students, faculty, and staff at the University of Arkansas at Little Rock. In addition, the process frees shelf space for newly acquired materials.

B G S I T LIBRARY AND INFORMATION CENTER

B G S Institute of Technology Library and Information Center is computerized and good stocked on the subject. The intake of books in to the stack is a regular feature of the library and no important title related to the courses of study is missed. In addition to the course books library houses all important reference sources like encyclopedias, dictionaries, handbooks and Manuals, Statistics, and Yearbooks. The collection ranges from general to subject specific sources. The library subscribes to national and international subject journals, magazines of current interest along with national and regional dailies to keep the students abreast with the day to day happenings in the world and their fields of study. The library is tastefully furnished and it can seat 200 students at a time in its spacious reading halls. The peaceful atmosphere in the library with rows of neatly stacked books plays a major role in attracting the students to the library for serious study and supplementing their class notes.

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LITERATURE REVIEW

Steele (2008) examine how one might proactively trim materials spending and viewpoint on how one might proactively trim materials spending. Faced with a statewide budget reduction of 90 percent, the author found numerous microform and print subscriptions to cancel. Clearly priorities exist, and if we are able to acknowledge and codify them, perhaps we can save money even in years with no budget crisis. A list of central principles and functions might also make weeding and cooperative collection development easier. The idea of a collection management plan is not new, of course, but listing some concrete benefits underscores its importance. Chan (2008) discusses the impact of zero-based budgeting on the budget allocation process, the challenges and strategies to optimize the collections budget in reallocating resources from print to electronic publication within an environment of inflationary increases and reduced funding increases are addressed. A recent modified zero-based budget review has provided opportunities for faculty participation with the result of an effective approach in aligning collections budget with changing program needs. Francis, M. (2012) says reference collection holds an important place within the library. The proper maintenance of this collection through weeding is a critical yet often overlooked aspect of collection management. This study describing a reference collection weeding project, including the development of a reference collection policy, a review of standing orders, the goals and outcomes of the review, and a discussion of the benefits of the project. Giri, R. (2012) provides description on technology used and the architecture of NewGenlib3.0. It also documented the experience of using NewGenLib 3.0. Use of well-designed system analysis along with well tested and widely supported OSS components and opens standards makes it a very user friendly and reliable Integrated Library Management software which can be easily implemented in a library without much technical hand or a rigorous training program. The open source development process facilitated the

sharing and collaboration that made this rapid improvement possible. NewGenLib version 3.0.3 U5 has been tested and used, but 3.0.4 R1 released recently has not been tested. The study will help other libraries that are considering the possibility of using Open Source Integrated Library Management software in determining the most suitable one. Author provides a unique account of a library's experience as well as software architectures and some evaluation by workshop participants. McHale & et al. (2017) weeding an academic library is a complicated practice that tends to arouse debate. Despite these contentions, weeding is necessary to deal with the changing needs for space in many libraries. This article reviews several approaches the project team considered and draws on research, practice, and discussion to evaluate them. It concludes that weeding requires a balance between objective rules and professional judgment. The resulting workflow uses an interactive spreadsheet to automate some of the research work involved in deciding the fate of a book, allowing librarians to practice subjective weeding without walking through the stacks.

OBJECTIVES OF THE STUDY

The main research objectives are:

- To study the binding management.
- To find out the separation of items requiring binding.
- To know the check-out items for binders.
- To find out the weeding out of items from the library.
- To study the identify items for weeding.
- To know the process approved weed out materials.
- To find out the process reported loss of items.
- Binding Management

The binding and repair of items held by the library is a function that is normally that of the Circulation section of the library. This function provided the following options shown in the screen below.

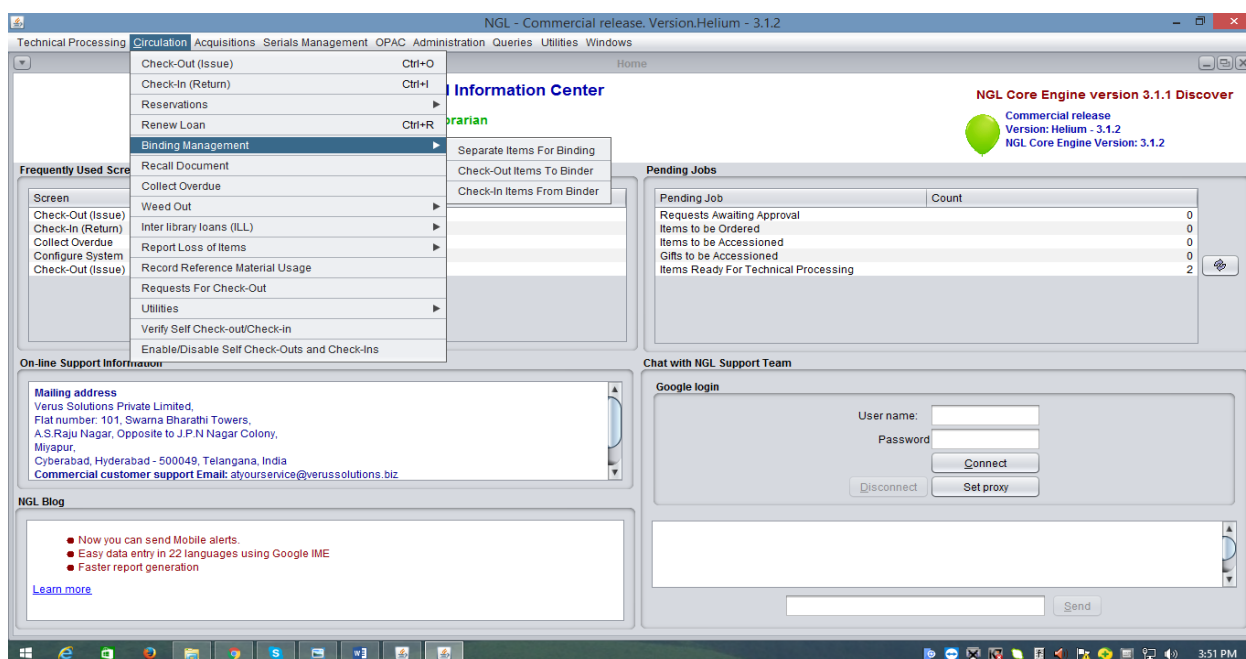


Fig. 1. Binding Management in Circulation

Separation of Items Requiring Binding

The first step in the management of the Binding function is to identify those items that require re-binding or repair. This could be done when materials are handled at checkout and

check-in or by visiting the shelves to look for items requiring such attention.

In order to separate items for binding do as follows.

- Click the Separate items for binding menu option.
- You will see the screen shown below.

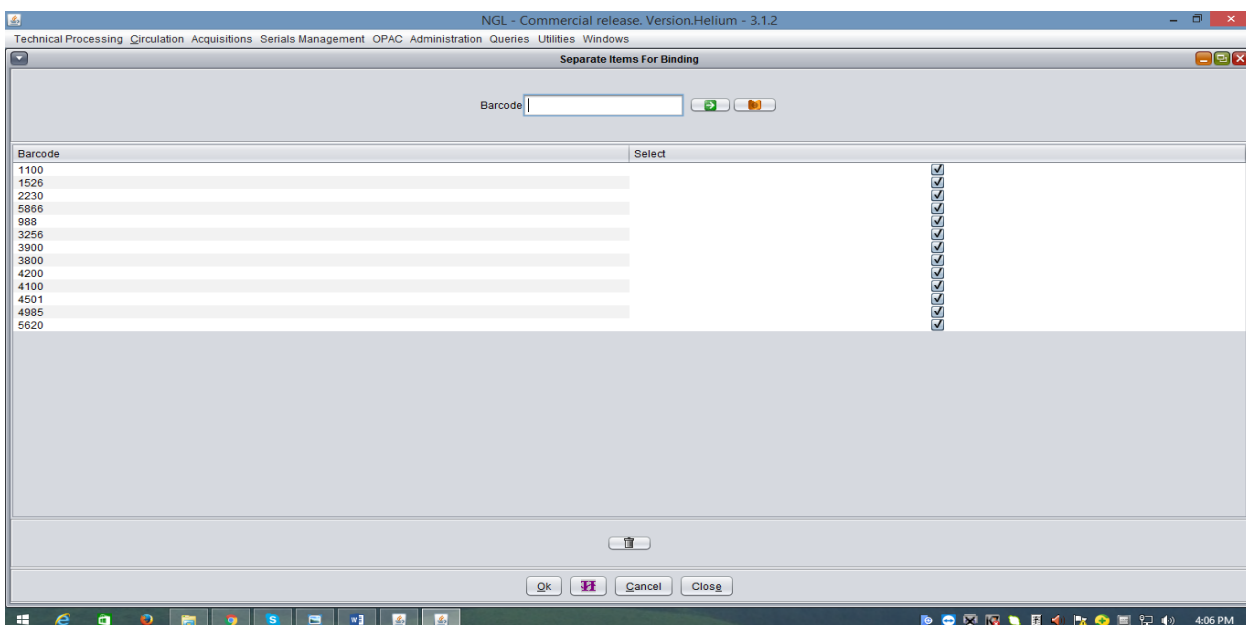


Fig. 2: Identify Documents for Binding

- Place your cursor in the text box labeled Item barcode and enter or scan the item's bar code.
- The item's bar code will be populated in the table as in the figure shown above.
- In like manner bar codes of other items requiring binding may be scanned/entered.
- Click the OK button when one or more bar codes are identified as requiring binding attention.
- All items thus identified are normally isolated to avoid their getting issued. These items will be seen as having the status 'under binding' when a patron searches for it in the OPAC.
- When several items are separated, we move to the next operation in binding management, Viz., checking out items to the Binder, i.e., ensuring that the items separated are provided to the binder for actual re-binding or repair.

Check-Out Items to Binders

This function is invoked when there are a sufficient number of items that are ready to be bound. Click the check-out items menu option to see the screen shown below.

Fig. 3: Check-Out Items to Binders

Recall Document

Sometimes it is necessary for the library to recall an item on loan before the expiry of the loan period. For instance, a faculty member may urgently want to place a document on the reserve collection or textbook collection. The Recall document function enables library staff to first identify one or more patrons with whom a needed item is on loan and then to send out recall notices to them.

In order to recall loaned documents before the expiry of the loan period do as follows:

- The screen that opens (shown below) When you invoke the Recall document option has a 'Search Catalogue' button which you must first click to begin the search of the catalogue to identify the item you wish to recall. When you find the item, click the 'OK' button in the search results view page of the search catalogue. This will populate the details of the item in the second panel of the Recall document screen.

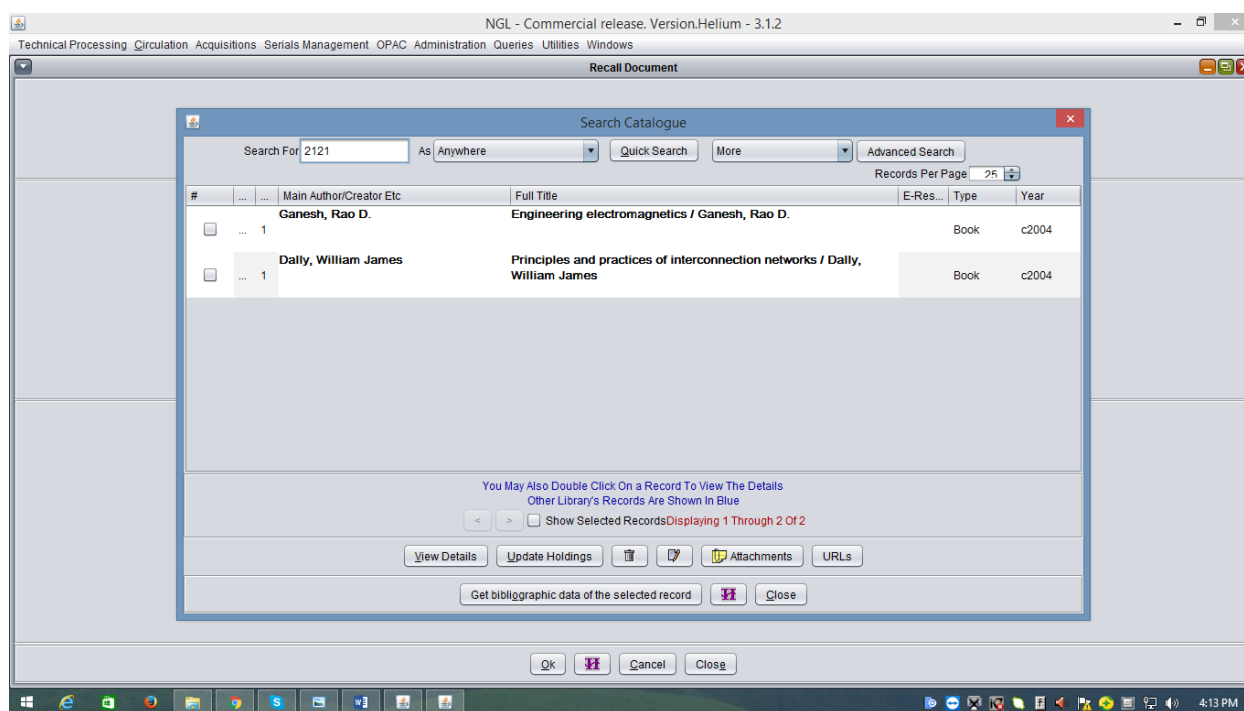


Fig. 4: Recall Document

Now click the 'View check-out details' button to see the patron Id, name, when checked-out and when due details of the patron or patrons who has/have checked-out the item.

Click the 'OK' button to initiate the recall process, i.e., invoke the print/email/instant message component which will either allow you to send an email, instant message or printed recall notice immediately or postpone it to an end-of-day process.

Collection over Dues

The Collection overdue function enables library staff to accept partial or full overdue payments from a patron and ensure that all such recoveries made and balances due are properly recorded for reference whenever needed, e.g., when the patron requires a no-dues certificate.

To collect over dues from a patron do as follows.

The screen that opens (shown below) when you invoke the Collect overdue option has a text box labeled Patron Id followed by a green Go button. Place your cursor in the text box and scan or enter the patron Id and click the Go button.

You will soon the name of the patron, department, overall due, if any populated in the text boxes provide for these. There is also a text box for you to enter the actual amount of overdue being paid in the text box labeled 'Overdue Being Paid'. The balance of payment, if any, is automatically calculated and shown in the text box labeled 'Overdue Balance'.

Click the 'OK' button to confirm the transaction and posting to the database.

Technical Processing Circulation Acquisitions Serials Management OPAC Administration Queries Utilities Windows

Collect Overdue

Patron ID: 4BW15ME006
 Name: AndhaniGowda GS
 Department: Mechanical Engg Course: B.E.
 Patron Category: UG STUDENTS

	Accn no	Overdue	Old payments	Current payment
93616	21204	5	5	0
93618	14130	5	5	0
84204	14130	5	5	0
85783	21204	172	172	0
85784	14130	172	172	0
84203	21204	5	5	0
80034	21817	3	3	0
79229	14041	0	0	0
79228	294	257	257	0

Other Details

Total overdue being paid: 12.0
 Total old payments: 823.0
 Total overdue in Patron's history: 835.0
 Balance due from patron after this payment: 0.0

OK Cancel Close

Fig. 5: Collection over Dues

WEEDING OUT OF ITEMS FROM THE LIBRARY

Libraries require to weed-out older collections to:

- Make place for new items and to ensure that items which are no longer in use because they are outdated, e.g., an older edition when a new edition is added or

when ephemeral items such as a pamphlet which has outlasted its utility, or remove damaged books and other items from shelves.

The Weed out processes in NewGenLib allow the above-mentioned tasks to be done.

The screen that appears when you click the Weed out menu option under the Circulation main menu is shown below.

Technical Processing Circulation Acquisitions Serials Management OPAC Administration Queries Utilities Windows

Home

Information Center

NGL Core Engine version 3.1.1 Discover
 Commercial release
 Version: Helium - 3.1.2
 NGL Core Engine Version: 3.1.2

Frequently Used Screen

Screen

Check-Out (Issue)
 Check-In (Return)
 Collect Overdue
 Configure System
 Check-Out (Issue)

Check-Out (Issue) Ctrl+O
 Check-In (Return) Ctrl+I
 Reservations
 Renew Loan Ctrl+R
 Binding Management
 Recall Document
 Collect Overdue
 Weeding Out
 Inter library loans (ILL)
 Report Loss of Items
 Record Reference Material Usage
 Requests For Check-Out
 Utilities
 Verify Self Check-out/Check-in
 Enable/Disable Self Check-Outs and Check-ins

Identify Items For Weeding
 Process Approved Weeds
 Undo Weed Out

Pending Jobs

Pending Job	Count
Requests Awaiting Approval	0
Items to be Ordered	0
Items to be Accessioned	0
Gifts to be Accessioned	0
Items Ready For Technical Processing	2

On-line Support Information

Mailing address
 Verus Solutions Private Limited,
 Flat number: 101, Swarna Bharathi Towers,
 A.S.Raju Nagar, Opposite to J.P.N Nagar Colony,
 Miyapur,
 Cyberabad, Hyderabad - 500049, Telangana, India
 Commercial customer support Email: atyourservice@verussolutions.biz

NGL Blog

- Now you can send Mobile alerts.
- Easy data entry in 22 languages using Google IME
- Faster report generation

[Learn more](#)

Chat with NGL Support Team

Google login

User name:
 Password:
 Connect
 Disconnect
 Set proxy

Fig. 6: Weeding Out Process

Identify Items for Weeding

The first step in the weeding out process is to identify items that are potentially ready to be weeded out. This is done by

clicking the Identify Items ready for weeding. The screen, shot shown opens.

Accession number	Title	Author	Volume details	Reason
500	Engineering physics / Savithramma, K. L.	Savithramma, K. L.		
580	Developing multimedia application with jav...	Venkatesh, T. G.		
750	This science & engineering of microelectron...	Campbell, Stephen A.		
756	Software engineering : software reliability, t...	Gill, Nasib Singh		
1300	Kinematics of machines / Das, J. B. K.	Das, J. B. K.		
1510	Graph theory : with applications to engineer...	Deo, Narsingh		
1700	Computer networks - I / Basavaraju, T. G.	Basavaraju, T. G.		
2100	Programming .NET / Prossie, Jeff	Prossie, Jeff		
1310	Fundamentals of mechanics / Venkataram...	Venkataramana, C. R.		
2700	Digital & analog communication systems / ...	Sam Shanmugam, K.		
2699	Basic computer skills : comprehensive fou...	Rajendra Prasad, D. S.		
3522	Electronic devices and circuits / Millman, J...	Millman, Jacob		
3800	Students solutions manual physics / Hallid...	Halliday, David		
4220	Kannada kali / VTU	VTU		
4700	Communication networks : fundamental co...	Garcia, Albert Leon		
4850	Networks, lines and fields / Ryder, John D.	Ryder, John D.		
5100	Engineering graphics / Annaiah M. H.	Annaiah M. H.		
5488	Microelectronics / Millman, Jacob	Millman, Jacob		
8000	Semiconductor physics and devices / Nea...	Neamen, Donald A.		

Approving authority

Patron ID: _____ Name: _____

Department: _____

Output

Suggestions

27/Sep/2017 at 16:20:23 Suggestion: Enter the accession number to be weeded out

27/Sep/2017 at 16:20:26 Suggestion: Enter the reason for why this accession number is being weeded out

Fig. 7: Identify Items to be Weeding

The steps below should be followed to identify items to be weeded out.

Enter the bar code (or accession number) to be weeded out in the text box provided and click the go button. This will populate the table with brief details of the item. This steps can be repeated as many times as required to add to the list of items ready to be weeded-out.

The button labeled 'S' when clicked opens the patron search window for you to identify the approving authority that sanctions the weeding out of one or more items in the table.

Select the patron that approves the weeding out of the items and click OK in the patron search window. This will trigger a form letter/email to the approver.

Once the patron approves or disapproves the weeding out of the items, we move to the next step, viz., to Process approved weeds.

Process Approved Weeds

Click the Process approved weeds option to see the following screen.

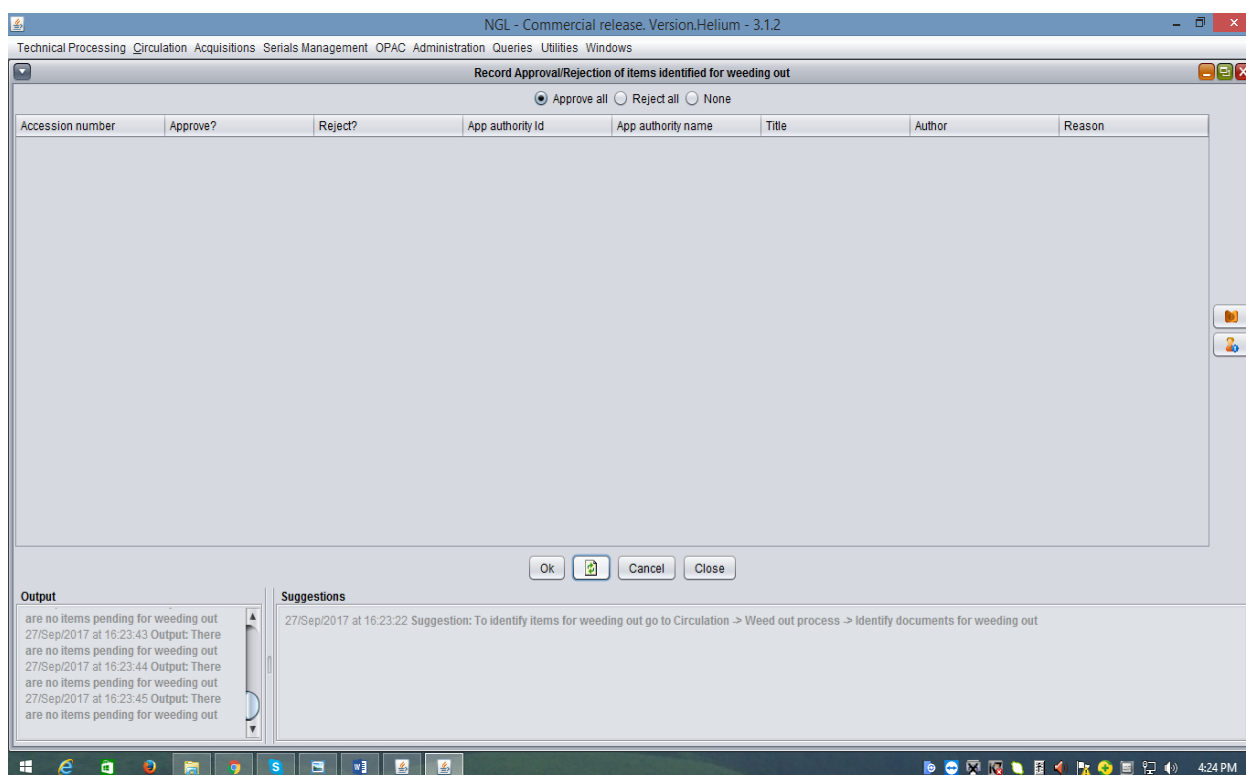


Fig. 8: Identify Items to be Weeding

If the item is approved, select the check box labeled Approve? In the screen shown above otherwise check the box for Reject? And click the OK button. This completes the process to weed out items. The catalogue record for the item is updated and the record status is shown as Weeded out when searched for in the OPAC.

Process Reported Loss of Item

It is quite common for patron's to loose books or other items borrowed by them. Such losses when reported need to be handled, i.e., information about the item's loss should be reflected in the library's catalogue database, and depending on the policy of the library, the patron should be changed the cost of the item, over dues on the borrowed item, and any service charges that accrue because the library has to replace the lost item.

When you click the process reported loss of item menu option, you will see the screen shown below.

In order to process reported loss of an item proceeds as follows.

- Scan or enter the bar code of the item that is reported as lost by the patron who reports the loss. If the patron does not know or remember the item's bar code, click

the Search icon. An embedded window appears in which you enter the patron's ID (or scan the ID). You will then see all items which are out on loan with the patron in question.

- Ask the patron to identify the item he has lost in the table of items shown.
- Select the item reported as lost in the table and click the OK button in the embedded window.
- You will now see the item and patron details populated indifferent text boxes as shown in the figure above. You will see the cost of the book as entered when it was acquired (or entered when the item was catalogued), overdue charges if any and the service charges that are levied as per the policy of the library. The service charge be levied for a lost item is one of the General set up parameters.
- Click the OK button to commit the transaction to the database. The amount due to the loss of the item, overdue and service charges are accumulated in the patron's account statement and he is also in mated of such dues.
- The catalogue record for the items will show its status as Lost. This is seen also in the OPAC when a user retrieves the record for the item.

Fig. 9: Process Reported Loss of Item

CONCLUSION

On the basis of the study, some conclusions may be derived in NewGenLib 3.1.2: Budget Management and weeding out of library materials in B G S Institute of Technology Central Library, is making an effort to do well in to using library budget. Funding for the library, and the priority given to this within overall institutional budgets, is a matter of concern to researchers as well as librarians. Over the last decade, many libraries have invested time in tracking the use their patrons make of library service because they see that output measures provide valuable information about library performance. The methodology of cost finding and program budgeting and weed out of library materials are provides library managers with the tools they need to move beyond the accountant's line-item budget and generate management information necessary for strategic planning in a time of diminishing resources and rapid changes in technology.

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