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Current Technologies for Housekeeping Operations in different Libraries of Lucknow: A Study

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Abstract

In this study, it was traced to find awareness of librarians towards information technologies and their uses. The valuable suggestions from respondents about the use of current technologies in libraries have also been obtained.

The study discusses the methodology, scope and objectives adopted for collection, Through, the analysis of data for this study. It focuses on the meaning, need and scope of current technologies, library networking and use of ICT facilities for automated networking and traces the historical growth and development, functions and services of some selected academic, special and public libraries in a district. They are focused on the current technologies being used, particularly in academic, special and public libraries.

The findings and recommendations from the study should hopefully lead to a clarification of many problems in the formulation of planning and policy making regarding use of current technologies for housekeeping operations in the libraries. It is assumed that it would help the librarians, policy makers and concerned authorities to develop and implement a suitable system to accelerate library automation.

However, all the possible investigations have been made to collect data related to the study in order to give a complete picture. It may be useful as basic work for future investigators.

Keywords: Housekeeping Operations, Current Technologies, librarians, libraries across Lucknow

Introduction

In libraries across Lucknow, automated systems, particularly integrated library systems (ILS), are key to streamlining housekeeping operations and improving efficiency. These systems cover various functions like acquisitions, cataloging, circulation, and serials control, offering features like online public access catalogues (OPACs) and online search capabilities. Additionally, technologies like the Internet of Things (IoT) are also being explored for optimizing cleaning and resource management.

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Traditional paper-based systems have largely been replaced by digital HMS software. These systems streamline housekeeping operations by automating tasks such as room assignment, tracking inventory, scheduling staff, and generating reports. Cloud-based HMS allows for real-time updates and accessibility from anywhere, enabling better coordination between departments and faster response to guest requests.

Rapid development of rising technology has changed traditional library into automated library; this advent has completely changed the library picture. Especially in an academic system. This revolution of libraries is the need of an hour to make research more productive, to disseminate information and to establish a strong network system among all university libraries in order to satisfy the information thirst of the clientele (Waghmare et al., 2013). The development in emerging technologies complete the wish and desire of modern university libraries. These rising technologies are easily used by libraries in their daily housekeeping routines. This study shows the use of automation software in the Libraries of

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Central University Uttar Pradesh, and they are AMU, BHU, AL, BBAU, and Uttar Pradesh with a comparative analysis. The area covers in this paper are: available in library software in central universities library of Uttar Pradesh and means and ways for their improvement (Kushwah et al., 2008).

Library management software covers all the housekeeping operations in the library (www.amu.ac.in).

Objectives of the Study

Library is an important and integral part of the teaching programme; it occupies a prominent position. It provides all kinds of textbooks, reference materials to the users. It provides a study atmosphere to the learners. Keeping all these facilities of library, the present study has been taken up with the following objectives:

1. To study activities and tools involved in different libraries.
2. To study automated housekeeping jobs related to acquisition, cataloguing, serials control and circulations.

3. To find out awareness among library staff and professionals about the application of ICT in housekeeping operations.

Methods

The work was carried out through the collection of primary and secondary data:

Primary data

The primary data was collected with the help of interviews with professionals, library staff and users through structured questionnaires.

Secondary data

The respective information was collected on the basis of observation of the activities of different sections, examining the visitors register, issue/return registers, library Vouchers, library websites, referring annual report of the libraries, etc.

Sample Size

The total libraries surveyed in the city were 30 (thirty). Out of which, there were 18 academic libraries, 08 special libraries and 04 public libraries.

List of the Surveyed Libraries in the City of Lucknow.

Sl. No.	Name of the Library	Location
1.	Indian Institute of Management (IIM) – Gyanodaya	Prabhand Nagar, Lucknow
2.	Rani Laxmi Bai Memorial School Library	Indira Nagar, Lucknow
3.	Tagore Library	Lucknow University
4.	Dr. Shakuntala Misra Rehabilitation University Library	Mohan Road, Lucknow
5.	Lucknow Public School Library	Jankipuram, Lucknow
6.	Career Convent Girls College Library	Vikas Nagar, Lucknow
7.	City Montessori School Library	Station Road, Lucknow
8.	Bansal Institute of Engineering and Technology (BIET) Library	24-NH Sitapur Road, Lucknow
9.	King George's Medical College (KGMC) Library	Chowk, Lucknow
10.	Sanjay Gandhi Post Graduate Institute (SGPGI) Library	Raebareli Road, Lucknow
11.	Engineering College Library	Sitapur Road, Lucknow
12.	Ambedkar University Library	Vidya Vihar Raebareli Road, Lko.
13.	Amity University Library	Kanpur Road, Lucknow
14.	Unity University Library	Hardoi Road, Lucknow
15.	Babu Banarsi Das University (BBDU) Library	Faizabad Road, Lucknow
16.	Integral University Library	Kursi Road, Lucknow
17.	Giri Institute of Development Studies (GIDS) Library	Sec-o, Aliganj, Lucknow
18.	E-Library (American Corner)	I.T College, Lucknow
19.	National Botanical Research Institute (NBRI) Library	Rana Pratap Marg, Lucknow
20.	Central Drug Research Institute (CDRI) Library	Sec-10, Jankipuram, Lucknow
21.	(CIMAP) Library	Picnic Spot, Lucknow
22.	Birbal Sahani Institute of Paleobotany (BSIP) Library	53-University Road, Lucknow
23.	National Research Laboratory For Conservation Of Cultural Property (NRLC) Library	Sec-E/3, Aliganj, Lucknow
24.	Central Mango Research Station (CMRS) Library	Hardoi Road, Lucknow
25.	(ICPR) Library	Vipul Khand, Gomti Nagar, Lko
26.	Indian Institute of Toxicology Research (IITR) Library	Mahatma Gandhi Marg, Lucknow
27.	Amir-ud-Daula Public Library	Kaiserbagh, Lucknow
28.	Aacharya Narendra Deo Public Library	Hazratganj, Lucknow
29.	Ramakant Public Library	Vivek Khand, Gomti Nagar, Lko
30.	Ma Sarada Devi Public Library	Nirala Nagar Lucknow

The sample are of professionals in different libraries.

Research Tools

A structured questionnaire was prepared by using the variables concerned, such as selected sample with different academic levels, income group, different level of performance range etc. Accordingly actual work was started to study the technologies for housekeeping operations in different libraries of Lucknow. The

questionnaire focused on the existing status of the libraries, uses of libraries, user profile etc.

Limitations of the Study: The limitations of the proposed study were:

1. Since the area of the study was restricted to Lucknow region only so the findings may not be true for the whole country.
2. The stipulated time to complete the study was one of the reasons which influenced the study.

Analysis of Data

The data has been analyzed on the basis of the objectives of the study. The data has been collected through primary and secondary methods. A balanced questionnaire was prepared well for data analysis. The data was presented in the form of tables, graphs, textual representation for better understanding. The libraries that exist in the city of Lucknow were visited. All the libraries visited were found to be very well known for their contribution in research

work. Presently, many researchers are doing their research work under the guidance of prominent librarians of the particular library

1. Details of surveyed library

Thirty (30) libraries of well-known institutions in Lucknow region were surveyed, out of which 18(60%) libraries were academic, 8(27%) were special and 4(13.3%) were public libraries. The details of the surveyed have been shown in Table 1:

Table – 1: Details of surveyed library.

Library type	Number	Percentage
Academic	18	60%
Special	8	27%
Public	4	13.30%
Total	30	100%

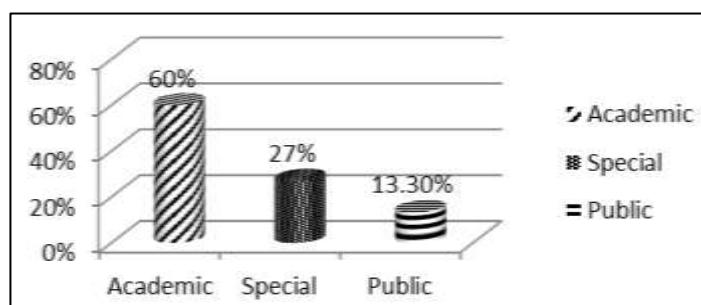


Fig. 1: Types of libraries surveyed % wise.

2. Types of users in different surveyed libraries

In the academic libraries surveyed 90% users were students and other 10% were researchers. In surveyed special libraries 60% users were scientist, 30% were researchers and

10% were students. In surveyed public libraries 50% users were students, 40% were researchers and 10% were scientist (Table – 2)

Table 2: Types of users in different surveyed libraries.

Library type	Types of users		
	Student	Researcher	Scientist
Academic	90%	10%	0%
Special	10%	30%	60%
Public	50%	40%	10%

It was found in the surveyed libraries that academic libraries is being used by students, special is being used by

scientists and the public is being used by researchers.

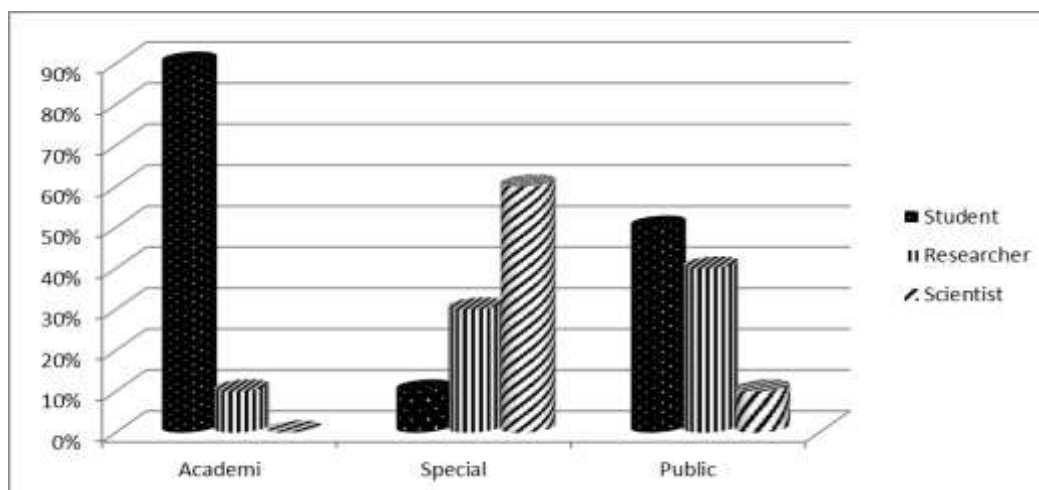


Fig. 2: Types of users in different surveyed libraries.

3. Details of staff in surveyed libraries - The surveyed staff in the Academic, Special and Public libraries are given

in Table – 3

Table 3: Details of staff in the surveyed libraries.

Library Type	Non-skilled Staff		Skilled Staff	
	Less than 10	More than 10	Less than 10	More than 10
Academic	√	X	√	X
Special	√	X	√	X
Public	√	X	√	X

It was found in the surveyed libraries that not more than 10 skilled or unskilled staff is available.

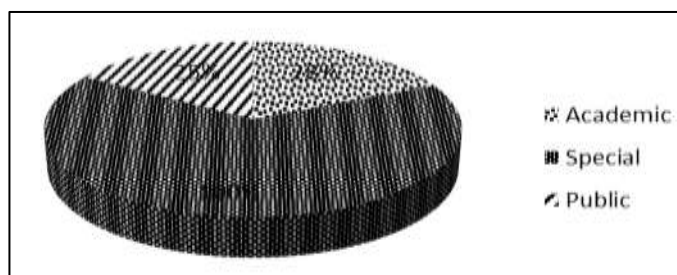


Fig. 3: Status of Fully automated Library in surveyed libraries (Pie diagram).

4. Availability of computers for library staff in surveyed libraries - In surveyed academic libraries 83% have less than 10 computers and 17% have more than 10 computers for library staff. In the surveyed special libraries 62.5% have less than 10 computers and 37.5% have more than 10 computers for library staff. In the surveyed public libraries 50% have less than 10 computers and 50% have more than 10 computers for library staff. (Table-4)

have less than 10 and 37.5% have more than 10 computers for library staff. In surveyed public libraries 50% have less than 10 and 50% have more than 10 computers for library staff. (Table-4)

Table – 4: Availability of computer for library staff in surveyed libraries.

Library type	No. of computer for library staff			
	Less than 10	More than 10	None	Total
Academic	15 (83%)	3 (17%)	0 (0%)	18 (100%)
Special	5 (62.5%)	3 (37.5%)	0 (0%)	8 (100%)
Public	2 (50%)	2 (50%)	0 (0%)	4 (100%)

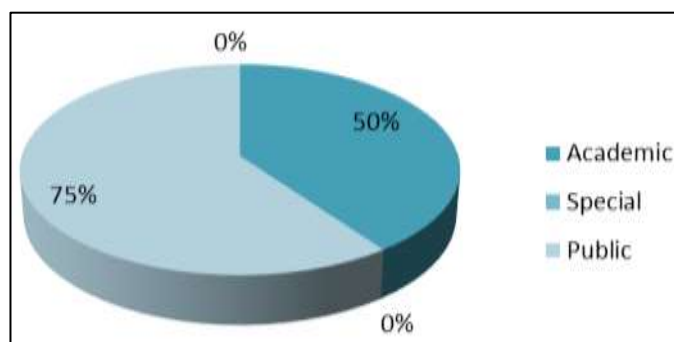


Fig. 4: Status of Partial Automated Library in surveyed libraries (Pie diagram)

5. Availability of computers for users in surveyed libraries - Every type of surveyed libraries has 100% more

than 10 computers for library users. (Table- 5)

Table – 5: Availability of computer for users in surveyed libraries.

Library type	No. of computer for library users			
	Less than 10	More than 10	None	Total
Academic	0 (0%)	18 (100%)	0 (0%)	18 (100%)
Special	0 (0%)	8 (100%)	0 (0%)	8 (100%)
Public	0	4	0	4

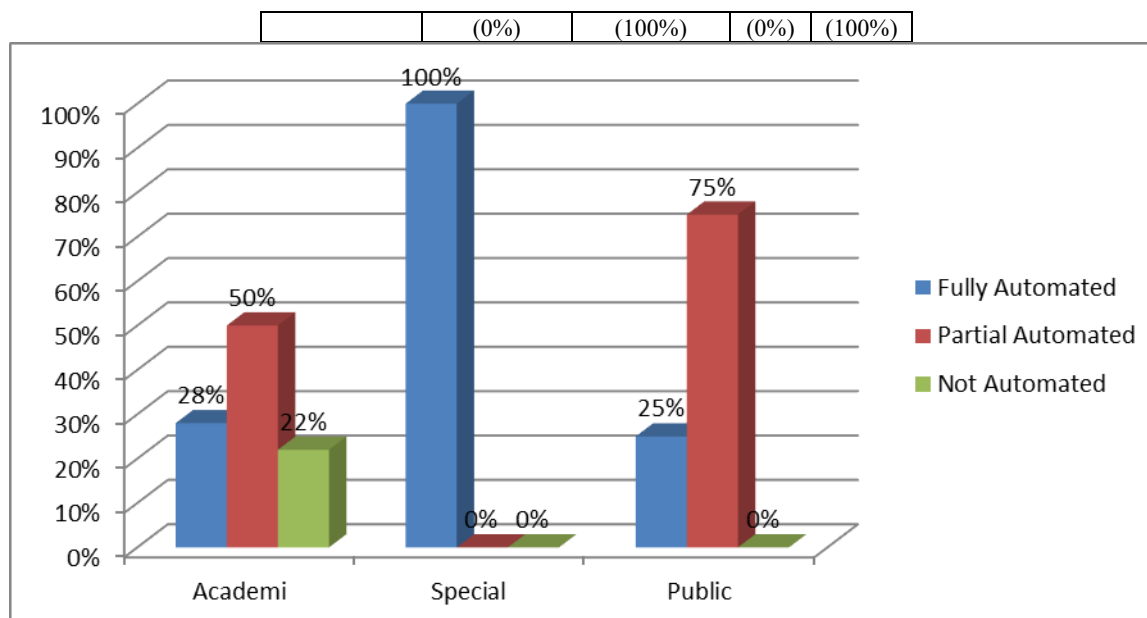


Fig. 5: Library Automation in surveyed libraries (Bar diagram)

6. Internet connectivity in surveyed libraries - In surveyed special libraries 87.5%, 10 years + for internet availability. It is highest value than other surveyed libraries like academic and public which has 61.1% and 50% respectively.

In public libraries 50% have 2-9 years for internet availability, 38.8% in academic and 12.5% in special libraries. (Table-6)

Table 6: Internet connectivity in surveyed libraries.

Library type	Internet available			
	10 years +	2 – 9 years	Less than 2 years	Total
Academic	11 (61.1%)	7 (38.8%)	0 (0%)	18 (100%)
Special	7 (87.5%)	1 (12.5%)	0 (0%)	8 (100%)
Public	2 (50%)	2 (50%)	0 (0%)	4 (100%)

7. Details of manual housekeeping operations in surveyed libraries -In special libraries haven't manual housekeeping operations and in public & special libraries 50% and 28% respectively. It implies that there have 100%

electronic housekeeping operations in special libraries, 72% in academic libraries and 50% in public libraries. (Table-7)

Table 7: Details of manual housekeeping operations in surveyed libraries.

Library type	Manual housekeeping operations		
	No	Yes	Total
Academic	13 (72%)	5 (28%)	18 (100%)
Special	8 (100%)	0 (0%)	8 (100%)
Public	2 (50%)	2 (50%)	4 (100%)

8. Status of library automation in surveyed libraries - Out of 18 academic libraries only 5 (28%) libraries were fully automated, 9 (50%) libraries were partial automated

and 4 (22%) libraries were not automated. All special libraries were fully automated and in case of public libraries all were partial automated. (Table-8)

Table –8 Status of library automation in surveyed libraries.

Library type	Library Automation			
	Fully Automated	Partial Automated	Not Automated	Total
Academic	5 (28%)	9 (50%)	4 (22%)	18 (100%)
Special	8 (100%)	0 (0%)	0 (0%)	8 (100%)
Public	1	3	0	4

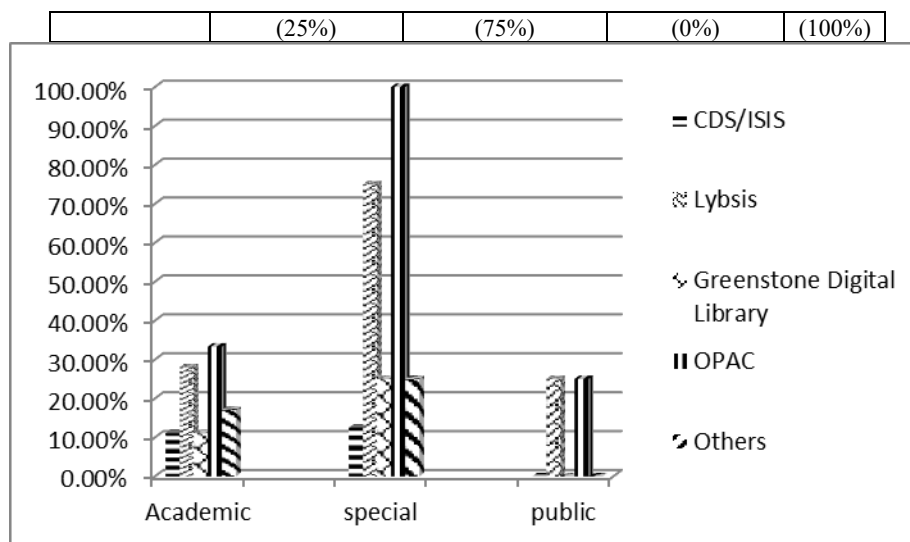


Fig. 8: Details of Software in surveyed libraries (Bar diagram).

9. Commencement of library automation in surveyed libraries -In 7 (50%) academic libraries, automation started before year 2000 and in other 7 (50%) libraries, automation started after year 2000. Four academic libraries were not

automated. In all special libraries (100%), automation started before year 2000. In only 1 (25%) public library, automation started before 2000 and in other 3 (75%) libraries, it is started after 2000 (Table -9)

Table 9: Commencement of library automation in surveyed libraries.

Library type	Commencement of library automation		
	Before 2000	After 2000	Total
Academic	7 (50%)	7 (50%)	14 (100%)
Special	8 (100%)	0 (0%)	8 (100%)
Public	1 (25%)	3 (75%)	4 (100%)

10 Details of online housekeeping operations -Out of 18 academic libraries only 6 (33%) academic libraries performing online housekeeping operations and rest of 12 (67%) libraries were not using online housekeeping

operations. All surveyed special libraries are using online housekeeping operations but in public libraries, 1(25%) are using online housekeeping operations and 3(75%) libraries are not .(Table -10)

Table 10: Details of online housekeeping operations.

Library type	Online Housekeeping Operations		
	Yes	No	Total
Academic	6 (33%)	12 (67%)	18 (100%)
Special	8 (100%)	0 (0%)	8 (100%)
Public	1 (25%)	3 (75%)	4 (100%)

11 Details of library own website in surveyed libraries - 100% special libraries have its own website but in

academic and public libraries it is 33% and 50% respectively . (Table – 11)

Table 11: Details of library own website in surveyed libraries.

Library type	Library own Website		
	Yes	No	Total
Academic	6 (33%)	12 (67%)	18 (100%)
Special	8 (100%)	0 (0%)	8 (100%)
Public	2 (50%)	2 (50%)	4 (100%)

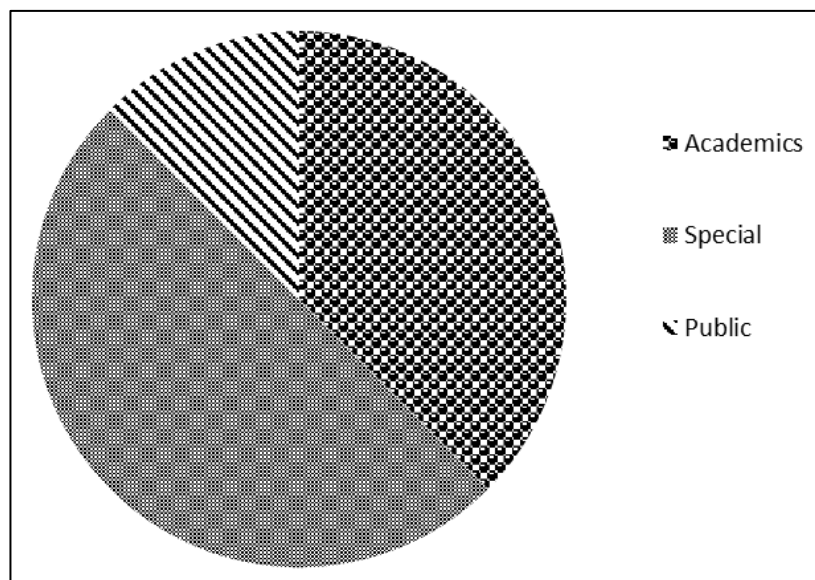


Fig. 11: Library own web-site in surveyed libraries (Pie diagram).

12. Attitude towards use of current technologies in library housekeeping operations in surveyed libraries –

All type (academic, special and public) of libraries agreed that current technologies improve quality of library services and it facilitate quick access to current data.

Current Technologies improve status of library , agreed by

all types of library.

ICT makes integration within the library and ICT application reduce workload of library professionals, also agreed by academic , special and public libraries .

Current Technologies disturb routine work of library , disagreed by all types of libraries . (Table –12)

Table 12: Attitude towards use of current technologies in library housekeeping operations in surveyed libraries.

	Academic	Special	Public
1 . Current technologies improve quality of library services .	Agree	Agree	Agree
2 . Facilitate quick access to current data .	Agree	Agree	Agree
3 . Current technologies improve status of library .	Agree	Agree	Agree
4 . ICT makes integration within the library .	Agree	Agree	Agree
5 . ICT application reduce workload of library professionals .	Agree	Agree	Agree
6 . Current technologies disturb routine work of library .	Disagree	Disagree	Disagree

13 Awareness of user towards current technologies in surveyed libraries -In all types of libraries have more than

10 user who used current technologies monthly for more than 2 hrs . (Table – 13)

Table 13: Awareness of user towards current technologies in surveyed libraries.

Library type	No. of user used current technologies	Period	Duration
	More than 10	Monthly	More than 2 hrs
Academic	√	√	√
Special	√	√	√
Public	√	√	√

14 User attitude towards Library Automation in surveyed libraries - Current Technologies improve quality of library services and status of library , 100% users in academic, special and public had given the reply in ‘Yes’ .

Current technologies require user education / training,

agreed by 100% users of all types of libraries.

In special libraries 100% library staff is skilled in emerging techniques. In public libraries it is 50% and in academic libraries it is only 28% . (Table – 14)

Table – 14: User attitude towards Library Automation in surveyed libraries.

	Academic		Special		Public	
	Yes	No	Yes	No	Yes	No
1 . Current technologies improve quality of library services.	18 (100%)	0 (0%)	8 (100%)	0 (0%)	4 (100%)	0 (0%)
2 . Current technologies improve status of library .	18 (100%)	0 (0%)	8 (100%)	0 (0%)	4 (100%)	0 (0%)
3 . Current technologies require user education / training .	18 (100%)	0 (0%)	8 (100%)	0 (0%)	4 (100%)	0 (0%)
4 .The library staff is skilled in emerging techniques.	5 (28%)	13 (72%)	8 (100%)	0 (0%)	2 (50%)	2 (50%)

15. Current technologies being used by surveyed libraries -

100% special and public libraries have computer, scanner, fax machine, printer, photocopy machine, D.V.Ds, V.C.Ds, A.C.Ds, C.Ds but in academic libraries only 78% libraries have computer. 67% academic libraries have scanner and only 50% academic libraries have printer and photocopy machine.

100% special libraries have digital camera but in case of public & academic libraries it is 50% and 33% respectively. Availability of T.V in special and public libraries is 100% and in academic libraries it is 67% .63% special libraries have kindals (electronic book), only 5.5% academic libraries have kindals and it is not available in public libraries.

Hundred percent of the surveyed special libraries have Zoom X but only 39% academic libraries have Zoom X and in public libraries it is 25% .

All surveyed special libraries have Projector, CD-ROM, Microforms but only 72% of the surveyed academic libraries have Projector, CD-ROM, Microforms. In case of public libraries ,25% public libraries have Projector, 100% libraries have CD-ROM, 50% have Microforms.

100% of the special libraries have Video Conferencing, in academic and public libraries it's percentage is 28% and 50% respectively. Availability of RFID (Radio Frequency Identification Device) in special libraries is 88% , in academic libraries is 17% and in public libraries is 25% .(Table -15)

Table 15: Current technologies being used by surveyed libraries.

		Library type								
		Academic			Special			Public		
		Yes	No	Total	Yes	No	Total	Yes	No	Total
Current technologies										
1	Computer	14 (78%)	4 (22%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
2	Scanner	12 (67%)	6 (33.3%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
3	Fax machine	9 (50%)	9 (50%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
4	Printer	9 (50%)	9 (50%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
5	Photocopy machine	12 (67%)	6 (33.3%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
6	D.V.Ds	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
7	V.C.Ds	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
8	A.C.Ds	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
9	C.Ds	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
10	Digital camera	6 (33%)	12 (67%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	2 (50%)	2 (50%)	4 (100%)
11	T.V	12 (67%)	6 (33.3%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
12	Kindals (Elec- tronic Book)	1 (5.5%)	17 (94.5%)	18 (100%)	5 (63%)	3 (37%)	8 (100%)	0 (0%)	4 (100%)	4 (100%)

13	Zoom X	7 (39%)	11 (61%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	1 (25%)	3 (75%)	4 (100%)
14	Projector	13 (72%)	5 (28%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	1 (25%)	3 (75%)	4 (100%)
15	CD- ROM	13 (72%)	5 (28%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
16	Microforms	13 (72%)	5 (28%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	2 (50%)	2 (50%)	4 (100%)
17	Video Conferencing	5 (28%)	13 (72%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	2 (50%)	2 (50%)	4 (100%)
18	RFID (Radio Frequency Identification Device)	3 (17%)	15 (83%)	18 (100%)	7 (88%)	1 (12%)	8 (100%)	1 (25%)	3 (75%)	4 (100%)

16. Software being used by surveyed libraries - In academic libraries 33.3% libraries are using OPAC, 28% libraries are using Libsys software, 11.1% academic libraries using CDS/ISIS Software and 17% libraries using others software . In special libraries 75% libraries are using

Libsys , 25% libraries are using greenstone digital library & 25% are using others software. Only 12.5% special libraries are using CDS/ISIS software. In public libraries 25% libraries are using OPAC and other 25% are using Libsys software. (Table-16)

Table 16: Software being used by surveyed libraries.

Library type	Software				
	CDS/ISIS	LIBSYS	GREENSTONE DIGITAL LIBRARY	OPAC	OTHERS
Academic	2 (11.1%)	5 (28%)	2 (11.1%)	6 (33.3%)	3 (17%)
Special	1 (12.5%)	6 (75%)	2 (25%)	8 (100%)	2 (25%)
Public	0 (0%)	1 (25%)	0 (0%)	1 (25%)	0 (0%)

17 Available Services in surveyed libraries– All type of surveyed academic, special and public libraries has services like Circulation services, New Arial List, Interlibrary loan, Reference services, user education, Internet and abstracting, Internet, Photocopy services, Fax and

Newspaper clipping. CAS & SDI services are available in all surveyed special and public libraries but only 78% of the surveyed academic libraries have CAS and SDI services. (Table-17)

Table 17: Available Services in surveyed libraries.

		Library Type								
		Academic			Special			Public		
		Yes	No	Total	Yes	No	Total	Yes	No	Total
Services offered										
1	Circulation Services	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
2	New Arial List	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
3	Interlibrary Loan	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
4	Reference Services	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
5	User Education	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
6	CAS	14 (78%)	4 (22.2%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
7	SDI	14 (78%)	4 (22.2%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
8	Indexing and abstracting	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
9	Internet	18	0	18	8	0	8	4	0	4

		(100%)	(0%)	(100%)	(100%)	(0%)	(100%)	(100%)	(0%)	(100%)
10	Photocopy Services	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
11	Fax	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)
12	Newspaper clipping	18 (100%)	0 (0%)	18 (100%)	8 (100%)	0 (0%)	8 (100%)	4 (100%)	0 (0%)	4 (100%)

Results & Discussion

The present study makes it clear that use of current technologies in house-keeping operations of libraries are very useful to all types of libraries (such as academic libraries, special libraries & public libraries etc). The study concludes that all the surveyed special libraries are using more current technologies for performing house-keeping activities in the libraries in comparison to academic and public libraries. The study also concludes that out of eighteen surveyed academic libraries only 28% libraries are fully automated, 50% are partial automated and 22% are not automated. It was found that 22% surveyed academic libraries have manual housekeeping operations. During the survey, 75% public libraries were found partial automated and only 25% libraries fully automated.

Library housekeeping operations are routine chores that are to be performed to maintain day-to-day functions of a library. Use of current technologies helps in the mechanisation of these labour-intensive works and & thereby ensure more productive use of library staff.

Manual house-keeping operations in libraries are highly labour-intensive & basically routine clerical chores performed slowly and expensively by human beings. Use of current technologies in house-keeping operations minimizing human clerical routines & thereby making library staff more productive and enabling them to provide fast and comprehensive information through services. The success of a library depends to a large extent, on the efficient and effective organisation of housekeeping activities. In the past, these activities have been carried out manually. In the today's context, these operations are being carried out with the help of computers.

Conclusion

In my opinion every library should use current technologies for performing housekeeping operations for minimizing human or clerical routines and thereby ensures more productive use of library staff. Automation of library housekeeping operations requires analysis of the library system and subsystems in terms of procedures, activities and jobs. Such analysis would help to identify gaps and overlaps in the existing system.

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