

Google Products for the Smart Library Management

Rohidas Bhimrao Rathod

Network Assistant

DELNET- Developing Library Network

DCUP, New Delhi

Supriya Mahaveer Nawale

Librarian

Rayat Shikshan Sanstha's

Veer Wajekar ASC College, Navi Mumbai

Abstract:

Nowadays libraries are in the infant stage of the electronic revolution. A Google product creates challenges to librarians and also new opportunities to develop smart library users, new digital library services, current services, remote access facility, virtual classroom, meeting and webinars by using Google products. Google products are very much useful for smart library users, librarians and library management and to enhance existing library services. Google product plays a various types of role in developing and improving the effectiveness of smart library services and resources. The paper was presented the brief overview of Google product services and also explains how these products can be utilized in developing, improving, enhancing smart library services.

Keywords: Google products, Library services, Library management, Smart library etc.

Introduction:

Before the application of ICT in every field to search for information on any topic is a very big task for users. Users search for information in printed books, periodicals, handbooks, newspapers, dictionaries, and many other sources. But now a day's users just do google for whatever information they need so that very much dependable on google. Even users don't come to the library to search for information and reading. So that google creates challenges to librarians and also new opportunities to develop new services by using Google products. Google products are very much useful for smart library management and to enhance existing library services.

Google: An overview

Google is an American multinational company that specializes in Internet-related services which include online advertising technology, search engines, cloud computing, and hardware, etc. Google developed products which fall in the following categories that are web-based products, development products, operating system, desktop application, mobile application, software, and hardware, etc. In 1998, from the inception of Google to till, Google developed more than hundred of products to make lives easy and access information and manage it very smartly. As Google says in its mission 'to organize the world information and make it universally accessible' which is the librarian's job. Every librarian does these things in the library to manage information sources and make accessible it for users. Now it's time to do this work more smartly with the help of Google products. We found many Google products that are useful for smart library management and to improve library services. And one major benefit is that Google offers all that services on one account, there is no need to create more accounts for more services.

Google Products for the Smart Library Readers:

Gmail:

One Gmail account gives you access to use other Google products and their features. There is no need to create many Google accounts to use many products. Gmail service offered by Google since 2004 and it is a very easy and fast medium of communication and data transfer. Gmail is useful for libraries to create new library services and for smart library management. As for library management concerns fast communication with vendors, requesting for catalog or publishers list, placing orders, demanding bills, reminders for that are very easily done with Gmail. To send the new arrivals list to students and faculty, library notices, reminders for due date, article related to research interests should be sent by Gmail for creating new library services.



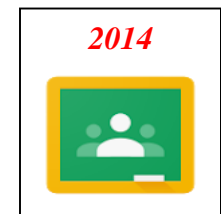
Google Meet:

Google Meet (formerly known as Hangout Meet) is a video-communication service developed by Google. This is one of the two apps that replace Google Hangouts & Google Chat. The service was unveiled as a video conferencing app for the 300 participants described. While Google Meet introduced the above features to upgrade the original Meetings app, some standard hangout features were denied, including viewing, calling and chatting at the same time. Google Meet features include: dual and multi-way audio and video calls with resolutions up to 720p, including chat, call encryption between all users, audio filter cancellation, and low-light mode for video. During Covid-19 most of the librarians are conducted webinars and meetings on Google meet. It is user friendly software provided by Google to meet one time library users on the Google meet.



Google Classroom:

Like any virtual classroom, librarians may create google classroom for the library to develop a librarian's communication with students. Library updates, interesting videos related to study can be sent on google classroom. A timely feedback mechanism can be generated through google classroom. Quizzes or competitions can be arranged on different current affairs to update and aware of the student's knowledge. It is very useful platform to the school library librarians to the conduct the class on the portal. During Covid-19 most of librarians are conducted the virtual classroom daily based.



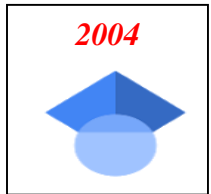
Google Drive:

Google drive is a very helpful product for smart library management and to maintain library records systematically. All the library records, reports, User lists, various activity reports, Bills images, purchase records, can be store on google drive by yearwise folder or heading wise folder whatever librarian wants.



Google Scholar:

Google Scholar is a freely accessible web search engine that indexes the entire text or metadata of scholarly material on a range of publication formats and disciplines. There are number of e-resources available on Google scholar. Google Scholar Index includes the most widely reviewed online academic journals, books, conference papers, theses and dissertations, preprints, abstracts, technical reports, and other scholarly materials, including court opinions and patents. Google Scholar allows users to search for digital or physical copies of articles online or in libraries. Most of the researchers are searching literature on Google scholar for review of literature purpose. It is user friendly interface and freely accessible to the users by 24x7 hours from anywhere and anytime. During Covid-19 period most of the users are accessed the current articles and journals on the Google Scholar.

**Google Blogger/Weblog:**

Blogger/Weblog is a weblog publishing tool developed by Google Blog to create library website and customized, hosted blogs features with technical knowledge, including library activity photos, newspapers clippings, syllabus papers, library services, library new arrivals, publications, library activity, library current services, library committees, library staffs, library collections, contact us and other library services and activities publishing, comments, group blogs, Blogger profiles, and mobile-based postings.

**Google Sites:**

Website of any organization is the best and authentic source of information and it is accessible worldwide. An updated and professional website of the library can be developed with the help of google sites. Like any professional website, google provides many features for creating a website. Creating home page and subpages, adding logos and photos or text content, uploading videos and giving links, dropdown menus, visitor count, etc, and more than these features are provided by on google site to develop an updated website of the library. Overall information about libraries like library collection, services, facilities, membership procedure, rules and regulation, library events, e-resources can be put



together on a single platform like a website. One major advantage of this type of website which is developed with google sites is that as like professional site librarian need not go for an administrator for any changes and updates on the website. We can do all changes our way.

Google Photos:

Google photos are a useful tool to store photos and arrange them systematically. Photos are useful to prepare various reports, presentations, and to fulfill NAAC criteria. Many activities are taken by librarians throughout the year. All the photos can be saved on google photos and can arrange them activity-wise or year wise so that they can easily accessible whenever needed.



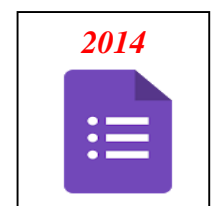
YouTube:

Creating a YouTube channel for the library is also the best way to reach all users and to enhance library services. Library induction program, Introducing new services and facilities, technological advancement in library science fields for example robots in the library, automatic check in-check outs, book summary videos can be uploaded on the YouTube channel. Users who wanted to know about the library they can see these videos on the channel and get information through the authentic source. Whatever videos related to the library and reading can be put on this channel.



Google Forms:

Taking timely feedback from users, analyzes the feedback and suggestions, and improves library services along with is the Librarian's routine work. Feedback taking becomes very easy with Google forms. To prepare a questionnaire about the library system, preparation of different types of questions, analyzing them become very easy with Google forms as compared to the manual procedure.



Google Analytics:

To calculate the effective use of any library service is more important to the survival and improvement of that service. Google Analytics is an effective measurement tool to know the usefulness of service. It provides usage statistics of website traffic. We can measure how many users use library OPAC, use of library website and blog, use of institutional repositories with the help of Google analytics.



Google Books:

This product launch by Google in October 2004. On the Google books platform, Google provided full-text books, magazines that Google has scanned and converted to text using OCR and make them available on Google books.



Google search:

Google search is the most used search engine worldwide. Now Google is becoming synonymous with seeking information. The term what we wanted to search on google gives us results all over the internet, on maps, news, images and videos, and many more related to that term.



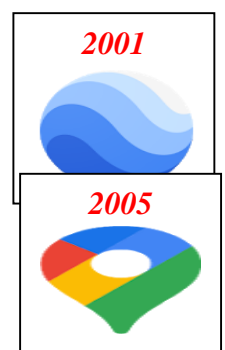
Google Translate:

Google translate is a very good tool to develop the communication skills of users. Google provides this service in more than 100 languages which are very useful to learn English communication skills. Various reports we can create in regional language regarding library activity.



Google Maps/Earth:

Google Maps/Earth can be used in many different ways in a library. Since its launch in 2005, Google Maps and Google Earth have had an enormous impact on the way people think, learn, and work with geographic information. one of the simplest uses of Google mapping technology can be illustrated by visiting several library websites. Many libraries have embedded Google Maps into their website as either a webpage header. Google Earth and Google Maps are popular among library staff who work with GIS



and/or map collections. By using Google maps tool many libraries develop a new collection of various maps. The University of North Carolina Library has georeferenced several historical maps and made them available for viewing as an image overlay in Google Maps. The University of Waterloo Map Library is one example of a library that had digitized its historical air photo collection and made the images available in KML format for Google Earth usage.

Google Docs:

Google Docs includes digital library Documents, Spreadsheets, Drawings, Survey and Presentation applications and files, Document collaboration and publishing capabilities, newspaper clippings, syllabus, institutions repository documents, current articles and journals, students projects and dissertations



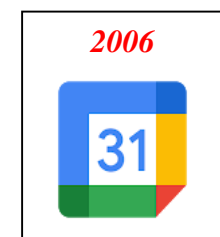
Google Contacts:

Contacts list help to organize users contact information. To send the current library information, news and activities to the library users. Librarians are created the social media groups. It is useful to send the library services, news, activities, notices and information on the groups. Like quick response through the group on the smart library and smart users.



Google Calendar:

Google Calendar organizes the daily activities, book reminders, library notice, library news, library holidays, library festivals (like Reading day, librarians day, book day, copy right day, teachers day etc) of the library. It's a collaborative tool where one can share your meetings with others and it syncs all the popular mobile platforms which makes access easier. Google Calendar can be used to organize a calendar of library events where special and important days can be added. The librarian can inform the student in the schedule



Google Sheets:

Google Sheets can be used to easily place spreadsheets on the cloud that can be edited anywhere and anytime. Mathematical operations can be easily applied to data in a spreadsheet.

**Conclusion:**

The above discussion shows that underdeveloped countries like India when the budget of the library is maybe very less but that's not the barrier in smart library management. With the help of Google librarian can offer many services in digital environment. One Gmail account gives access to all Google products to use it. Librarians can attract users towards the library by using these tools. More exposure and training on these free and easy to use products can increase collection use, promote reading habits, and organize the library's holdings.

References:

- Google products retrieved from <https://about.google/products/> on 2 July 2020
- Nayak, Savita. (2017). Google Products for Enhancing Library Services. *Asian Journal of Information Science and Technology*,7(2),47-52.
- Dodsworth, E., & Nicholson, A. (2012). Academic Uses of Google Earth and Google Maps in a Library Setting. *Information Technology and Libraries*, 31(2), 102-117. <https://doi.org/10.6017/ital.v31i2.1848>
- Rohidas B. Rathod (2020). Smart Readers on Smart Libraries: An Overview, Paper presented at the State Level Seminar on Current Trends and Technologies in Library and Information Centres, Savitribai College of Arts, Shrigonda, Ahmednagar, 4th January 2020, Vidyawarta- International Journal, 33 (01-A), pp. 0150-0153. (ISSN: 2319-9318)