

Research on the Development Direction of the Newly-Built University Library

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Abstract: The university library bears an important mission and responsibility in the cultivation of talents. Under the background of the new era, the whole world is moving towards the digital era, the network era and the era of universal reading. As an important information and document institution, the university library plays an important role in promoting the development of the university. This paper makes a scientific analysis of the planning and construction of new university libraries, how to attract readers, information engineering, forward-looking software construction, library security construction, system construction, team building and other aspects, and provides corresponding solutions, which has a certain guidance for new university libraries.

1. Introduction

At present, there is a wide range of information, and the public's demand for the instantaneity, authenticity, openness and universality of information is getting higher and higher. Readers have higher and higher requirements for library reading environment, book collection, comfort, privacy protection and other soft and hard conditions.

In 2015, the Ministry of Education promulgated the revised Regulations for Libraries of General Institutions of Higher Learning, which stipulates that the main tasks of libraries are as follows:

Constructing the whole school's literature and information resources system to provide literature and information guarantee for teaching, scientific research and discipline construction;

Establish and improve the literature and information service system of the whole school to facilitate teachers and students to obtain all kinds of information.

Continuously expand and deepen services, and actively participate in school personnel training, information construction and campus culture construction

Actively participate in the co-construction and sharing of various resources, give full play to the advantages of information resources and professional services, and serve the society [1].

Under the background of building a new generation of smart library and the relevant national policies, the development of new university libraries should consider how to integrate students' moral, intellectual, physical, aesthetic and labor development into the library, how to plan the construction and layout of the library to attract readers, how to solve the timeliness of library information acquisition, and how to build a library team to complete the main tasks and objectives of the library.

2. Planning and Construction of New University Libraries

The main problems faced by the planning, construction and layout of new university libraries are as follows.

(1) Spatial layout and application. The spatial layout is divided into book collection area, reading area, self-study area, multimedia area, reading area, seminar room, conference room, exhibition hall and so on. In terms of space application, new university libraries should consider large, medium and

small layouts, and in the early stage of construction, they should consider the variability of facilities and equipment and make good planning so as to make the use of space flexible. In the initial purchase of equipment and facilities, it is suggested to purchase according to the situation of library buildings and enrollment, and try to avoid large-scale purchases leading to the impossibility of changing library space.

(2) Acquisition, planning and placement of library collections. Most of the newly-built university libraries are facing practical problems such as funds, enrollment, and the establishment of school specialties. In principle, it is difficult to purchase books to the point, in place and in quantity at one time. The implementation of annual on-demand procurement is an effective solution to solve the problems of funds, professional additions and timeliness of books. This requires flexible and changeable before, during and after the purchase of books to achieve the intended effect of purchasing books. Early stage: When purchasing books, we should recommend the purchase of books according to the professional establishment of the school and the practicability of books, and investigate the reading tendency and the distribution of publishing houses. Make a practical and feasible plan and program; medium-term: according to the bibliography, we must consider the timeliness of the bibliography, the formation of the bibliography should be fast, and the year of purchasing books should be new. Purchasing according to the plan should pay attention to the supplier's supply ability, book timeliness and book cataloguing and processing ability; Later stage: The book cataloguing classification mostly adopts the Chinese Library Classification, and different libraries have different cataloguing rules. The newly-built university libraries should flexibly use the Chinese Library Classification in the formulation of book cataloguing rules, especially in the processing of series books, sets of books, series of books and books in the first and second volumes. The classification and semicolon should be unified, so that the series books can be arranged in an orderly manner. When books in different stacks are cataloged, they can be identified by changing the bar code characters of books. When pasting book bar codes, book labels, anti-theft magnetic strip chips and other auxiliary supplies, attention should be paid to the uniform and standardized pasting position, and the magnetic strips and book labels which are easy to wear should be treated with anti-wear treatment.

In the planning and layout of the collection, except for the characteristic stacks, the rest of the collection should avoid the mixed collection mode of small partitions and sub-libraries as far as possible. The mixed collection of books in different areas will bring some practical problems to the library, such as the easy loss of books, the difficulty of shelving, the difficulty of book classification and sub-storage. Of course, it can also be used to distinguish the stacks by pasting color barcodes, stickers, and setting floor stacks for book barcodes. If the newly established university library purchases on demand every year, under the condition of a small collection base, the books can be divided into major categories according to the Chinese Library Classification, and then placed in sub-categories, and then adjusted year by year.

When placing the books in the library, attention should be paid to the following aspects: the book labels should be left out to facilitate the borrowing and indexing of books, the books should be placed neatly according to the edge of the bookshelf to achieve a neat and beautiful effect, and the order of placement should be in accordance with the Chinese Library Classification and the rules formulated by the library. The bookshelves should not be placed too full at the beginning. About two-thirds of the books should be placed on each small basket of bookshelves, and one-third should be reserved for the later purchase and donation of books. When the books are classified and placed, if conditions permit, the corresponding position can be vacated after the placement of each category to avoid the mixing of book categories.

(3) installation and placement of guiding signs and slogans. Libraries generally have large areas, wide areas and many blocks, which makes it necessary for libraries to install guiding signs and slogans. The production of library guide maps, guide signs, safety signs and slogans should be accurate, clear and easy to identify. Libraries with foreign students on campus should be marked in multiple languages, and the installation location should be conspicuous, easy to find and not easy to collide. Special marks shall be specially processed, so that they are not easy to wear, fall off, power

failure, etc. Guiding signs should be subdivided in design, not only in large areas, but also in floors, and there are not only large categories but also small categories in the classification of collections.

(4) Placement of bookshelves. Bookshelf placement should take into account the characteristics of library lighting. If the lighting is sufficient and the library space permits, the bookshelf can be placed on the side facing the sun, which is conducive to the preservation of books. The aisle between the two rows of bookshelves should be spacious to ensure that readers can be evacuated quickly in case of emergencies.

3. How to Attract Readers in New University Libraries

(1) Building a platform for the collection and application of library characteristic information. Network information resources are very important for university libraries, which greatly expand the service mode of the library. As the virtual collection resources of the library, it greatly enriches the collection of the existing library, so it is highly valued by university libraries. Libraries should obtain and push information that teachers and students on campus are interested in and need according to different objectives. For example, what freshmen need to know when they come to school, what different majors need to do every year, and what role their professional knowledge can play in, for graduates, the direction of employment, employment guidance, job fairs for graduates every year, for teachers and research institutes engaged in scientific research. Different disciplines, new theories, new concepts, new technologies and so on are the direction of information collection and application of books.

(2) New university libraries should meet the requirements of the times and the needs of the society. Combining with leisure activities, students' all-round development of morality, intelligence, physique, aesthetics and labor will be integrated into the library. In the new era, the test of students is not only their professional ability, but also their learning ability and cognitive ability to accept new things. For example, the library can carry out riddles, riddle answering and guessing activities on the website, open lectures, carry out activities of learning the history of the Party, look at the development of ancient and modern times, and flexibly use land occupation and time difference to plan piano, chess, book, painting areas, and other activities beneficial to students' cognitive development.

(3) Optimizing the construction of soft culture in libraries. The construction of soft culture is an indispensable part of the library. The construction of soft culture is the embodiment of the library's cultural feelings, service atmosphere and campus connotation, and is the packaging of the library. As a large area of reading and discussion, the construction of soft culture in university libraries should make readers feel comfortable and comfortable.

(4) Establishing the "brand" effect of libraries and enhancing the consciousness, initiative and enthusiasm of library services. Excellent library is often accompanied by excellent service, which can not only bring comfort to readers, but also improve readers' recognition of the library. The improvement of recognition brings invisible publicity to the library, which is a high degree of recognition of the library and a sense of pride.

(5) During the opening of the museum, it is necessary to ensure that the tables and chairs are neat, the desktop is clean, the ground is clean, the guardrails are clean, bookshelves are clean, and there is no odor in the museum. New university libraries are often difficult to notice these details at the beginning, but details determine success or failure, good habits are difficult to adhere to, but bad habits are nurtured. New university libraries should pay attention to details from the establishment, and can not develop bad habits.

4. The Foresight of Information Engineering and Software Construction

At present, the borrowing and returning mode of most libraries has been extended from manual registration to semi-automatic borrowing and full-automatic borrowing. The mode of book borrowing will change rapidly with the development of the times. In this context, the function of the library management system is particularly important. The service function of the management

system should be data integration, analysis, statistics, database transfer, data receiving and processing, data archiving, book positioning and so on. Book positioning is a more practical function now and in the future. Book positioning can not only solve the problem of wrong shelves, loss and omission of library books, but also lay a technical foundation for future borrowing and automatic borrowing through remote control robots.

The software construction of university library should be forward-looking, and it should be able to connect with different departments, such as the information department, the card service center, and the school information sending platform. Through docking with the information department, we can rely on the campus information platform to encrypt the library database and ensure the information security of the library, and connect with the card service center to ensure that the library inputs information for the reader's card and the timeliness of processing the loss of the reader's card; The receiving information sending platform can not only send the change of the opening and closing time of the library in time, but also urge the return of books through the information platform, thus effectively avoiding the loss of books.

5. Construction of Library Safety Protection

(1) Protection of library data information. Because of the particularity of the library, its data will involve all teachers and students in the school, so it is particularly important to achieve information security protection and confidentiality. In the construction of information security prevention and control, the account management should be divided into different authorities and levels. The semicolon should be kept by a special person. The password should be changed regularly. When setting the password, it should avoid setting a simple password and a simple number password with upper and lower case letters of the school, such as XXX123456. The server and the library management system should regularly carry out computer antivirus to clean up junk files. Except for the necessary running software, other software should not be installed as far as possible. The data inside should be saved regularly and the information should be backed up.

(2) Construction of water and electricity safety prevention and control in libraries. University libraries have a large flow of personnel, a wide area, and a large number of blind areas caused by bookshelves and books, which makes it more difficult for libraries to prevent fire and theft. In daily work, the library should combine with teachers on duty, student librarians, security personnel and readers to carry out safety prevention and control construction. Regular safety routine investigation, inspection and hidden danger rectification should be carried out regularly, and special equipment should be equipped with full-time management personnel.

(3) formulate emergency drill plans and training. Such as epidemic, fire, earthquake, safety accidents and so on, according to different accidents to complete different emergency plans, organize personnel to conduct emergency drills, safety knowledge and emergency ability training to strengthen library publicity and education, so that every teacher in the library can deal with all kinds of unexpected problems and incidents in an orderly manner.

6. Library System Construction

(1) The system construction of new university libraries. Most of the newly-built university library preliminary design system is the first draft completed according to the current system of the network and other university libraries and the needs of the library. This requires inference and demonstration in the early stage of system construction, and draws a conclusion that it can be used now, can be used in the future, and can not be used. The system construction mainly pays attention to the research and formulation of three problems, namely, charging, loss of borrowing cards and timeliness. Among them, the problem of charging involves the problems of delayed return of books, loss, defacement, damage and missing pages caused by the use of books. The formulation of book charging standards should not only be humanized, but also be able to protect library documents. To deal with the loss of the borrowing card, the benefits of the library management system docking with other departments mentioned earlier can be reflected here. At present, most university libraries

use the campus card, many readers go to the card center to report the loss of the card, ignoring to go to the library to report the loss, which means that the lost reader's card can still be used for borrowing books, resulting in the loss of books, and the connection between the library management system and the card center can effectively avoid this problem.

(2) The rules and regulations set up by the library should be put on the wall as soon as possible and placed in a conspicuous place, which is not only conducive to understanding the rules and regulations of the library and the situation of the library with the readers, but also conducive to the management of the library. In the course of daily operation, the library can regularly carry out various kinds of lectures to publicize the rules and regulations of the library and the relevant knowledge of the library to the readers, so as to effectively improve the quality of readers [3].

7. Library Team Building

The newly-built university library should carry out the division of labor from the early stage of its construction, so as to achieve a reasonable distribution of work, a detailed division of labor and a responsibility to people. This is conducive to the development of library work and the cultivation of the unity and cooperation ability and professional professional ability of the library team.

(1) Business capability development, training and improvement. In order to carry out the work smoothly and avoid detours, libraries should make good use of the advantages of time and libraries to study. Now some books have online tutorials and textbooks. Libraries can use the online tutorials of books purchased by libraries for training, or they can purchase MOOC online. Participate in various training activities organized by schools and libraries. Establish learning activity groups and send relevant articles regularly for learning.

(2) draw on the wisdom of the masses and learn from each other. The library is not a person, nor can it be done well by one person. An excellent unit, enterprise and department often work together. Only by uniting and building team spirit can the library develop better and better. The new university library is often better able to reflect the importance of building team spirit, from the book purchase, system purchase, bookshelf planning and placement, system construction and so on, each teacher of the library needs to participate in, put forward their own suggestions and opinions, look at the problem from different angles and different eyes, solve the problem in order to avoid the problem.

(3) Arrange student librarians scientifically. The student librarian is an indispensable part of the university library, and the rational use of student librarians will bring great convenience to the daily work of the library. In the daily management of student librarians, attention should be paid to skill training, habit formation, alternation of old and new, and heart-to-heart communication. Student librarians should be trained to be a professional team with a sense of belonging, accomplishment, skills and connotation.

8. Asset Management and Inventory

University libraries have a rich collection of books, together with desks and chairs, bookshelves, retrieval machines, lockers, periodicals, and various multi-functional reading rooms, which form the status quo of many and miscellaneous assets. In the early stage of construction, university libraries should manage all kinds of assets, register and record the accounts, so that the accounts are consistent with the objects, and there are accounts to check in and out of the warehouse. Assets can be classified by category and purchase period, and can be cleared on a daily, weekly, monthly and annual basis according to the importance of the assets.

(1) The library is equipped with full-time asset managers. Whether the work of the library asset manager is done well or not has a great impact on the development and construction of the library. University libraries need to purchase books every year due to the evaluation requirements, and asset managers should cooperate with the purchasing department to check whether the purchased books meet the purchasing requirements and conform to the contract provisions, and prepare for the later acceptance.

(2) To purchase and use of other facilities and equipment. The person who receives personal belongings shall be responsible for it. Public facilities and equipment should be unified and summarized, and records of receiving and returning should be made.

(3) Book inventory. The collection of books in the newly-built university library is not very large, and it is easy to count and check. In the future, the number of books will increase, and it will be relatively difficult to carry out asset inventory. Book inventory can be carried out by classification and zoning, using the uniqueness of scanning gun and book bar code for duplicate checking, or using professional book inventory vehicle for inventory.

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