

Research on the Optimization of University Library Management and Service Work in the New Period

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Abstract: An efficient library management model can provide a more convenient and effective way for college readers. With the advent of the new era of society, information technology has been widely used in various fields in our country. If university libraries want to improve their library management level, they must keep up with the times and effectively apply the big data of the information age to management. This article discusses the significance of library management to university libraries, as well as the current status of university library management, and proposes the optimization of corresponding management and services to better reflect the value of modern university libraries.

1. Introduction

The main purpose of setting up libraries in colleges and universities is to provide students and faculty with a relatively broad and effective learning space so that they can acquire more knowledge in an information-rich environment. However, with the progress of society and the continuous development of universities, the number and types of books in the library are also increasing, and the original management model can no longer satisfy the growing library [1]. Therefore, colleges and universities should continuously optimize the structure of library management to better improve the level of library management.

2. The Meaning and Value of University Library Management

2.1 The Concept and Status of University Library Management

For university libraries, it mainly plays the role of voucher, which is extremely authoritative. Analyzed from the content, it includes materials on scientific research, education, and teaching in colleges and universities. It is the preservation of original records by colleges and universities in various forms such as text, audio and video. From the perspective of composition, library management is an indispensable part of the entire university management, strengthening the collection, sorting and storage of various materials. University library materials have great historical reference value for student growth and school development [1]. It can be seen that the efficient management of university libraries is the embodiment of the school's comprehensive management level.

2.2 The Social Value of University Library Management

First of all, the university library records the entire process of the formation and development of universities, and its influence is reflected in various fields of university education, teaching and organization and management. In addition, the formation of university libraries represents the trajectory of university operations and is the core resource formed by universities in the development process. For this reason, university libraries have a powerful role in promoting the sustainable development of university education and teaching. Secondly, from the analysis of the formation process, university libraries are gradually formed along with education and teaching, highlighting the role of original materials [2]. The various documents and work summaries involved in the development of universities are the basis for carrying out education and teaching, and they are the

summary of long-term experience. For this reason, college libraries include all the activities of colleges and universities, are the carrier of the development of colleges and universities, and also the premise and basis for promoting the orderly development of education and teaching management. Thirdly, university libraries include all the scientific and cultural content formed by universities, play a positive role in exploring new teaching and research methods, promote the progress and development of universities, and represent the overall development level of universities [2].

3. The Implementation Significance of Library Management to Universities

3.1 Help Improve the Overall Image of Universities

The library of a university is a symbol of the strength and status of a university and an important basic part of the school culture. With a wealth of information resources, the library provides a strong foundation for the overall teaching atmosphere. As an important part of library work, library management has a significant impact on the smooth development and long-term development of library work [3]. Effective library management can not only make the hierarchy and organization of the book structure clearer, but also reduce the work pressure of librarians to a certain extent. Therefore, improving the library's book management mode has a positive effect on the overall image of universities.

3.2 Provide Readers with a More Convenient Way to Read

As the second classroom of the school, the university library plays a positive role in promoting the knowledge expansion of all faculty and students. The libraries of most colleges and universities contain a wide range of information materials, covering a large and rich range of professional knowledge [3]. Therefore, a professional and effective book management model is needed for management, which can help readers to complete information retrieval functions faster to a certain extent to improve their reading and learning efficiency.

4. The Current Situation of University Library Management

4.1 The Structure of Library Management System is Chaotic

The content of book management includes overall management system planning, reader management, book management, book inquiry and book loan and return management. Among them, system planning includes personnel management and bookshelf arrangement; reader management includes reader type planning and reader library; book management includes book library and book type; book query includes library query and borrowing status query; book borrowing and returning management includes Book borrowing management and book return management, these contents constitute the entire book management system architecture. However, with the continuous increase in the amount of books in colleges and universities and the continuous changes in the structure, higher requirements have been put forward for the above-mentioned structural system management [4]. At present, due to the lack of certain management awareness and electronic information equipment in some colleges and universities, they have reduced the efficient and optimized pace of book management, and all management content cannot complete reasonable and effective planning, resulting in a chaotic situation in the library management system structure.

4.2 Insufficient Application of Information Management in Library Management

With the continuous promotion of information technology, colleges and universities have also applied it to the library management model. Due to the explosive growth of current information technology, it is necessary to provide more efficient and scientific retrieval methods to continuously improve and update the content of the library materials. However, because the traditional book management model has been deeply rooted, and some university libraries lack certain information professional management talents, the application of information technology in book management appears to be relatively inadequate [4]. Although the book management model has been improved

compared with the original one, it is still unable to meet the fast-growing information data volume requirements, making information digitization appear relatively hollow in book management.

4.3 The Book Management Model Does Not Match the Needs

If colleges and universities want to transition from the traditional book management mode to the efficient management level, they must re-collect and organize all the books and materials. This workload is very large and requires effective auxiliary tools for information collection and editing [6]. However, due to the insufficient application of informatization management in some colleges and universities, a larger problem has been raised for the above work requirements. In addition, as the number and structure of readers in colleges and universities have undergone certain changes in recent years, the traditional paper quality has been unable to meet the diverse reading needs, so it has brought certain difficulties to readers, and also impaired the work of library managers. Caused certain difficulties.

5. The Optimization Strategy of Library Management in Colleges and Universities

5.1 Increase the Importance of the Management of University Libraries

Infiltrate the value of library management in the whole process of thinking and practice. For university library management, in order to achieve sustainable development, it is necessary to comprehensively increase the importance of library management. Specifically, we must do a good job in publicity, strengthen library management thinking, and create a more high-quality environment for the orderly development of library management [6]. In addition, library managers should establish a service concept and increase their attention to library management throughout the school in order to obtain support in a wider range. In addition, the value of library management should be promoted to all staff, so as to more effectively increase the attention of various departments to library managers, strengthen the formation of management thinking, and implement library management into daily work [5]. Encourage library managers to realize the importance and value of library management from thought to practice.

5.2 Actively Construct an Efficient and Scientific Library Management System

In order to promote the orderly development of university library management, a sound system is fundamental, and an effective supervision mechanism is indispensable. Therefore, it is necessary to clarify the responsibilities of library management and refine the responsibilities, so that library managers have clear management goals and directions, and fundamentally accelerate the standardized construction of university library management [5]. At the same time, give full play to the functions of the leadership and supervision mechanism, and do a good job in regular inspections of library management. In response to irregular management, it is necessary to actively improve, formulate more standardized library management plans, strengthen the implementation of rules and regulations, rationally streamline management procedures, build an efficient library management system, and accelerate library management to become institutionalized, standardized and scientific Road development [7].

5.3 Comprehensively Improve the Professional Ability and Comprehensive Quality of Library Managers

It is necessary to comprehensively enhance the professional capabilities of library managers, enhance their overall quality, form a high-level library management team, and fundamentally promote the development of university library management in the direction of professionalism and efficiency. To this end, it is necessary to strengthen personnel training and build a complete operation management system [6]. Based on the requirements of library management in the new period, enhance the information technology operation ability of university library managers, lay the foundation for the efficient application of information technology, and strengthen the relationship with university management [7].

5.4 Build a Service Management Model

With the advent of the information age, university library management is developing in the direction of modernization and informatization [7]. Relying on computer technology, university library management accelerates information construction, strengthens active integration with library management practices, and builds a more efficient and complete management model. Based on this, the service-oriented library management model can be applied to strengthen the development and utilization of library value, ensure the all-round and multi-perspective services, and improve the efficiency of library information utilization [7]. Actively build a sense of active service, optimize the service model, realize the informatization and networking of library management, and enhance sharing and interoperability.

6. Changes in Library Service Work in the New Period

6.1 Establish a “Reader-Oriented” Service Concept

As a teaching aid unit of universities, libraries serve teaching and scientific research in nature. The philosophy of library work is to do everything for readers. Serving readers is the core of humanistic management. The service concept of the library must change from the traditional cantering on the collection resources to the reader-centered. Strive to be more humane in terms of reader service methods, service content, service facilities, etc. [7]. The work of the library should be based on the starting point and premise of satisfying the needs of readers to the greatest extent, truly respecting readers, caring for readers, and considerate to readers, putting the interests of readers in the first place, strengthening service concepts, enhancing service awareness, and improving service levels [8].

6.2 Implement Humanized Management for Readers and Provide Personalized Services

Humanized management is first to treat readers on the basis of equality and respect, so that all readers can have equal access to library information resources and equally enjoy librarian services. In the various reminders of the library, try to use euphemistic, polite, and funny language instead of prohibitive language [8]. The various road signs and instructions set up by the library should be as detailed and clear as possible. Providing personalized reader service is an important way for libraries to embody people-oriented [5].

6.3 Create a Good Reading Environment for Readers

A warm, comfortable and convenient reading environment is an important factor in attracting readers to read in the library. The space layout of the library should be based on satisfying the use function, and the layout should be scientific and comfortable. A reasonable space layout can make readers feel physically and mentally happy. The main colors of the bookshelves, tables and chairs in the reading room are warm and medium tones, creating a tranquil color atmosphere for readers. Scientific lighting design to ensure that the reading room can have a good reading sight at different times [8].

7. Summary

Only by adhering to the concept of human-oriented management in the management of university libraries, can the library play an important role in the overall development of school teaching and scientific research, and training of talents. In practice, the implementation of human-oriented management, give full play to the subjective initiative of librarians, provide humane services, put “readers first” in the first place, and comprehensively improve the service level and self-image of the library, so as to make the library social effectiveness is fully utilized.

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