

Review on How to Improving Management of Reading Room at the Library of University

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Abstract

Review Article

At university library, reading room is one of the most important places which provide information resources for students and teachers. In order to improve the utilization efficiency of the reading room, it is necessary to strengthen its management. In this paper, the library of China West Normal University was taken as an example, and the problem on how to improve management of the reading room at university library was reviewed deeply.

Keywords: university library; reading room; management.

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INTRODUCTION

With the progress of society and the development of science and technology, reading room of university library becomes more and more important in providing information service [1, 2]. In view of the problems of reading room in reader service at the present stage, the reading room of west China normal university was select as an example, the problem how to improve the management of reading room was reviewed deeply, and the specific contents were as follows.

Strengthen service, clear consciousness and improve quality

As a department of information service, reading room provides an ideal place for students and teachers to acquire knowledge. In order to enable them to make full and effective use of library resources and improve themselves, readers' own efforts are necessary, while the managers of the reading room should provide good external conditions for their study. Only to realize the importance and significance of this work, library can innovate services and improve management in specific work.

Enhancing serving sense

With the development of the society, the division of labor is becoming more and more intensive [2-4]. Each post has its own necessity of existence, at the same time, the librarians as a reading room servers, should have the spirit of service. In the concrete work, they must establish the thought "the reader first, the service is supreme". But sometimes, few librarians are

indifferent and impatient towards students due to the tedious work, resulting in frequent friction between librarians and students. Librarians should have a deep understanding of their responsibilities and serve students enthusiastically. Furthermore, librarians' service quality can reflect the concept of this university in another aspect, and affect the overall image of the university in people's mind. To be noticed, the librarians' service sense is like a mirror that can demonstrate the whole image of the university to some extent [5].

Increasing professional skills

In order to enable students and teachers to enjoy a good learning environment in the reading room and improve learning efficiency, librarians should clear sense of service and improve service level. Of course, the forging of technology is also very important. To be mentioned, every year's graduation season or final season, which can be said the "busy season" of the reading room, students are busy writing papers, searching needed information. However, some students are not so familiar with the use of reading room resources. At this time, the librarians' enthusiasm is very important for readers. For example, the search of specific literature, cross-library literature borrowing and so on. Facing this task, librarians should strengthen the training work. They should not only be familiar with the service mode of the traditional reading room, but also understand the service focus of the modern network information era. As librarians, they should understand the relevant knowledge of electronic literature and database resources, and take the initiative to explore

and improve service modes according to the changes of readers' reading needs in the era of network.

Clearing responsibilities and strengthen management

At present, the staff of the reading room of universality is mainly composed of a small number of managers and work-study students [6]. From this structure, it can be seen that they are different in ability, educational background and other aspects, but they shoulder similar responsibility. Among them, except for a small number of managers who may be related to the management of reading room to some extent, the others may have never been exposed to circulation service work before. Therefore, they have a good desire to do well in the service and circulation work, but sometimes they are powerless. This requires them to strengthen efforts in the following areas, and strengthen the management of readers.

Improving managers' responsibility sense

As a manager, it should first be responsible for the macro leadership and command, from the perspective of the overall situation, time for the good operation of the library and future development of in-depth research, which is the reflection of responsibility. But, this also does not mean that the managers may ignore the specific business of reading room. In fact, they should be more in-depth specific section, understand the actual operation, and strengthen the communication with other employees. Meanwhile, with the development of modern communication technology and internet technology, managers should start from themselves, actively learn new technologies, enrich management experience and promote management skills.

Arranging reasonable workload

Work-study students do not generally have the relevant experience and professional knowledge of library management, so librarians cannot put all the big and small things on students. In the meantime, the administrative task of each reading room is composed of some trifling work sections, which is not only to need mental power, but also need physical strength more. Librarians are responsible for creating conditions to provide an external environment for readers' self-management. For example, the suggestion box may be placed in the reading room, and notes are provided to accept the opinions of readers at any time. Additionally, some warm tips may be affixed in front of the bookshelf, to remind students not to mess with the order of books, borrow books on time, return books on time, and so on.

Establishing scientific management

For establishing a good learning environment, reading room must depend on strict scientific management [7]. Scientific management is not only the basis to ensure the quality of education, but also an invisible training for students. Thus, reading room

should strengthen scientific management as the following respects.

Collection management

This is the most basic and important aspect of the reading room. Firstly, we should pay attention to the purchase of books from the breadth, and the professional coverage should be broad. Of course, each university may have its own characteristics in major, which requires the attention should be paid to a wide range of coverage in the purchase of books, but also the depth of the breadth should be considered. Secondly, we should scientifically classify books according to different majors and arrange corresponding book frames, stick with marked marks. Finally, we should protect books. As a public resource, some of the books are easy to aging off for the skin and lack pages due to a lot of reading. Under this condition, librarians should strengthen the protection of books, such as repairing the books with missing pages and educating students in reading, such as do not appear graffiti, tear pages, and other unethical behavior.

Reader's management

The main readers of reading room at a university are students and few teachers [8]. In order to ensure their normal reading activities, librarians should resolutely stop bad behaviors in reading, while encourage and provide help and support for normal positive reading modes. This puts forward the request to the librarians, good reading order needs the librarians' regular supervision and irregular inspection, once found such as tearing pages, random circle and other bad reading behavior, immediately stop. At the same time, monitors should be set up at the entrances to prevent any books that had not been checked from being taken out of the reading room.

Environmental management

Reading room is an important place for students to read and study, and the reading environment will have a significant impact on the effect of students' self-study [9]. Appropriate area, delicate decoration and neat furnishings play a positive role in shaping a good learning atmosphere. Conversely, undeserved area, decorating casually, displaying mixed and disorderly environment, can badly affect readers' study mood, and lead to decreasing study effect to some extent. Librarians should do a good job in indoor sanitation; keep the facilities clean and tidy at all times, including tables and chairs, floors and bookshelves, furthermore, Librarians or other staffs should adhere to the principle of cleaning every night. At the same time, librarians should strengthen the moral education for self-study students. For instance, hanging relevant celebrity epigram on indoor wall, celebrity calligraphy and painting, which can not only enhance thick book-sweet atmosphere, but also can urge a person to forge ahead again, let a reader be able to be inspired from among them.

SUMMARY

For the management of reading room, it needs not only excellent sense of service and good responsibility, but also needs reasonable personnel structure and scientific management level. The construction of university reading room is an important part of the construction of university library, it not only requires the university to increase investment in hardware, but also relies on the university's efforts in software, such as service and management. Only constantly improving the management level, reading room can provide a warm and beautiful environment for our students to study and produce good service benefits.

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