

# In Service Training for Library Professionals in the Changing Environment

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## Abstract

**This article describes the training needs for informational growth. The changes in the technological world are very important in a global scenario. Therefore, persons who are involved in the library profession need to be continuously trained about the emerging trends, technology and information centre. Without providing training to the library professionals, in the recent scenario, libraries will remain dumb and mute. Similar to its importance in this domain, it is an essential part of the profession of each individual of any organization.**

## Introduction

Every organization requires the services of trained personnel for performing the various activities in a systematic manner. In the modern world the fast changing technological developments makes the knowledge of employ obsolete. They need constant training to cope with the needs of jobs. Training is an organized procedure for enhancing to knowledge and skill of an employee for doing a particular job. It is concerned with imparting specific skills for achieving certain defined goals. It improves the performance of the employees on present jobs and prepares them for taking up new assignments in future.

## Definition

Koontz says “Managerial Training Pertains to the programs that facilitate the learning process”.

J.P. Chainpbell believes “Training courses are typically designed for a short term stated set purpose such as the operation of some piece (s) of machinery” just like a computer hardware.

Jeff Harros Jr. states ‘Training Normally concentrates on the improvement of operative skills, interpersonal skills, decision making skill’ or a combination of these.

According to Edward B. Flippo, ‘Training is the act of increasing the knowledge and skills of an employee for doing a particular job’. ‘Training can be defined as a systematic process for transferring technical know-how to the employees so as to increase their knowledge and skill for doing particular job.

## Importance of Training

### Better Performance

It is leads to better performance of employees both in terms of quantity and quality of output. Putting an untrained person on the job is just like sending on untrained boxer in the ring.

### Elimination of Wastage

Machine and material are handled economically resulting in the elimination of wastage. It also leads to reduction in the cost of Production.

### Less Supervision

Supervision of trained employee is reduced to a grate extent as they want to do the job with the least supervision.

### High Morale

The basic human need in all employees is to posses the necessary skill for the job being done training satisfies this need of employees. It also increases the moral of employees.

### Reduction in employee Turnover

Training reduces employee turnover and introduces stability and flexibility in employees. It employees are give entraining in various jobs, short term adjustments can be made by transferring employees from one department to another department.

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### **Standard Method**

It helps in standardizing the methods of performing the work resulting in elimination of possible mistakes.

### **Types of Training**

#### **Off the Job Training**

Under this method, a trainee has to leave his place of work and devote his entire time for training purposes. He does not contribute anything towards production during training. Today various universities are conducting bachelor and post graduate level degree courses. Along with these courses, Ph.D. degrees are being given to the researchers in some universities. M. Phil. Degree program are also conducted in many universities and institution. DRDC and NISCAIR are conducted training courses. Apart from these various short term courses and training are being conducted in some of the universities-NISCARIR is the pioneer in these kinds of training and educational activities.

#### **On the Job**

Training: under this method and employee is instructed by some experienced person, who may special instructor. In library science profession employee is enter in the profession with special type of professional degree C. Lib., B. Lib employees acquire a skill in specific subject. But during the job training may be in the form of coaching, job rotation and special assignment. The employee is trained by his immediate supervisor. Such training is generally provided to managerial personnel. The skill requiring long periods of practice are provided in this method. In job rotation the trainee is moved from Job to job at certain intervals, the job very in content special assignments are the other method used to provide lower level executives with firsthand experience in working on actual problem. The trainees work on problems and find out solutions for them.

The main aim of personnel management of any organization is to get the best quality maximum output from the staff by their performance and the total efficiency of the library depends directly on how well its staff are trained hence trained staff is very much essential to fulfill the objectives of personnel management among the many requirement which promote best performance of staff. An in-service training facility is also essential which contribute to high performance of the staff.

In service training is concerned with imparting specific skill for purpose. The training of the staff in libraries includes orientation programmers for new entrants to the libraries. When new task are assigns to member of the staff or when new technique or technologies are introduced in the libraries for any of its operations and continuing education programs to keep the staff well informed of current developments. The term development refers broadly to the nature and direction of change induced among employees through the process of training and education, 'In service training is improvement of the present or future performance, specific skill, and increasing ability of the individual'. So the employee can perform the job in an effective and efficient manner. 'In-service training is the opportunity for an employee to self develop and achieve new knowledge'.

#### **Need of In-Service Training for Library Staff**

It increases the skill of library personnel. New tools, new methods, need for increasing the productivity of library staff etc. make it still more important. Personal feelings like absence of pride in job result in carelessness and gossip.

Ignorance of the objective: If the staff performance is below the standard, training is immediately required. Some special training is immediately required. Some special training has to be given by the library staff/ personnel to do specific task of the libraries. Nature of job is fast changing. New processes and technologies make obsolete many establish jobs employees also change their jobs, Ss they have to be retained for these changing tasks and responsibilities. In case of small scale concern, training can be given by a supervisor or skill person whereas in case of large library there may either be a full time training officer or training department for ex INFLIBNET conduct a five days training program in SOUL software for library staff.

#### **In service Training Method for Library Staff/ Personnel**

Refresher courses for Library personnel/ Staff: Refresher courses are organized for existing library personnel for giving them training in the latest innovation and developments in the field of technology in collaboration with library and information science departments. In certain cases, this training program precedes employment. Such training also helps in refreshing the memory of library personnel.

### **Orientation for Library Personnel/ Staff**

When an individual successfully clears all the steps involved in selection process, he is selected. Orientation is concern with the problem of intruding new library personnel to the organization. It consist of familiarizing new personnel with their jobs, introduction with his fellow library policies, services, Rules and regulation working condition time table, for the placement of the junior library personnel orientation program must be attend to compulsory for the purpose of placement in library personnel.

### **Conference for Library Personnel**

It refers to holding of a group meeting as per an organized plan in which the members seeks to develop knowledge and understanding by getting a considerable amount of oral participation. Especially in the case of imparting training for persons in the position of both conference member and conference leader, this proves to be effective training device. As a member, conference individuals can learn from others by comparing has opinions, feelings and conclusion with those of others. As a conference leader, an individual can develop his skill to motivate people through his direction of discussion. The participants can play a very active role in conference. The learning activity can smoothly progressed by building upon the idea contributed by other member of conference. Here it is ideally suited to sort out learning problems and issues and examine them from several angles. In the library and Information profession so many professional body's can be organize a conference every year in national and International level. It reaches a new or latest development in the profession. For ex. ILA organize a conference every year in national level for the various parts of (state) India ISLIC, Caliber, ILA also organize a conference national and International level discuss a latest theme in the profession.

### **Seminar or Team Discussion**

In seminar the trainees may be asked to write papers on specific topic. The papers are read in the seminar and then a critical discussion is held where all the trainees participate. The chairman of the session will sum up the views expressed by various participants. The trainees present in the seminar listen to views expressed in papers and the discussions held later and clear their doubts.

Another method used in the seminar many be distributing the material to the all participants in

advance and then they come prepared for discussion on the topics circulated. The seminar, trainee helps in listening various views points and clear their doubts.

### **Workshop for Library Personnel/ Staff**

In this method, workshop is an educational seminar or series of meetings emphasizing interaction and exchanges of information among a usually small number of participants: A creative writing workshop.

A workshop is also a gathering or training session which may be several days in length. It emphasizes problem solving, hands on trainings and required the involvement of the participants, often symposium a lecture or a meeting can became a workshop when it is accompanied by a practical demonstration. The audio- visual aids can be used to make lecture simple and interesting to the participants.

### **Special Courses for Library Personnel/ Staff**

The Library personnel may ask the executives to attend special courses formally organized by the professional organization or Institution. The Institution may also sponsor them to attend certain special courses conducted by professional management bodies for ex. DRTC, INFLIBNET conducted a five days training program for soul software in Library personnel.

### **M. Phil. and Ph.D. Programs**

In this method knowledge is imported with the use of textbook or a teaching machine. It involves breaking information down into meaningful units and then arranging in a proper way to from a logical and sequential learning program or packages. Library personnel should improve the knowledge in M. Phil. program and it requires revising the syllabus accordingly. Ex WiFi technology, Assesitive Technology and RFID have to be included in new syllabus of the M. Phil. and Ph. D. programs, and it can improve the knowledge of the professionals. They develop our self to gaining a new knowledge.

So, in the above discussion In-service training is beneficial for the library staff. Because, a systematic training program helps to reduce the learning time to reach acceptable level of performance a well trained person usually shows a greater increase and a higher quality of work output than an untrained person. The training increases the skill of staff members. It leads standardization of the work in library staff and

able to make better economical use of material and equipment in the library. So, responsibility of management is lessened and it reduces need of constant and close supervision.

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