ONLINE RESOURCES AND TOOLS FOR LIBRARIANS TO MANAGE THE SCHOOL LIBRARY IN DIGITAL AGE

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ABSTRACT

The school library is an important component of school education and plays a very significant role in teaching learning activities of the school. It provides information, inculcates ideas, and develops knowledge that is so essential to functioning successfully in today's information and knowledge based society. The successful and efficient management of school library in this present digital age is a challenging task for the librarians. In this regard, the school librarians have to play a major role in achieving this task by updating his/her professional skills, knowledge and competency to make use of the advantages of online resources and tools in managing the school library. In this article an attempt is made to identify some of the online resources and tools, which are useful for the librarians to manage the school library effectively and efficiently in the digital age. Further, an attempt is also made to give a brief description of each of the online resources and tools identified and grouped under different categories for the benefits of school librarians for effective and efficient management of the school library and to cope up with the challenges in the digital age.

Keywords: School library resources; online resources; school librarian; management of school library.

1. INTRODUCTION

A school library is considered to the heart of the school and all the teaching and learning activities of the school revolving around it. A well managed school library can become an important hub of information for both students and staff and a great asset for a school. An effective management system ensures that the library is used to its maximum effect, and once implemented requires only minimal upkeep to maintain. The effective management of school library in the digital age is a challenging task for the librarians. The school librarians are expected to play a proactive role in updating the professional knowledge and technology, initiative and good attention, then managing a library can be straight forward and successful. In this regard the technology is offering a wide variety of resources and tools for the effective management of the school library in the digital age. The librarians are expected to regularly update their knowledge and skills required for handling these resources and tools to make use of them in effective and efficient management of the school library.

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2. ONLINE RESOURCES AND TOOLS FOR LIBRARIANS TO MANAGE SCHOOL LIBRARY

The advancement in the field of ICT and web technology, the availability of online open access and open source resources and tools for the librarians is a blessing in disguise for the librarians to manage the library and its resources very effectively and efficiently in this digital age. There are plenty of resources and tools available online and are found to be very much useful for management of school library. Most of these resources are available in open access and open source platform. In this article an attempt is made to identify such resources and grouped under the following categories.

- Resources and tools for selection of Books and other reading materials for collection development in the school library
- Resources and tools for Classification books and other reading materials
- Resources and tools for Cataloguing reading resources
- Resources and software for library automation
- Resources and software for developing and managing Digital Library in school
- Web forum, discussion form, School library Networks for updating knowledge.
- Online resources and tools for the selection of school library furniture and equipments
- Resources for the development of School library Manuals and procedure handbooks
- Resources and Tools for School library standards
- Social Media resources for school library

2.1 Online tools and resources for the collection development

The collection development is an important activity in the school library. The development of a need based, appropriate and relevant collection is a challenging task for the librarians. The ICT and web technology comes to the rescue and offers variety of resources and tools for librarians to perform this task very effectively. The following are some of the useful online tools and resources for the selection books and other reading materials for the school library. The school librarians have to judiciously make use of these tools and resources based on the need and requirements of the concerned school library.

2.1.1 Selected List resources and tools for the Children's books publishers in India

- **National Book Trust, New Delhi http://www.nbtindia.gov.in/default.aspx**

  The National Book Trust (NBT), India is an apex body established by the Government of India (Department of Higher Education, Ministry of Human Resource Development) in the year 1957. The objectives of the NBT are to produce and encourage the production of good literature in English, Hindi and other Indian languages and to make such literature available at moderate prices to the public and to bring out book catalogues, arrange book

fairs/exhibitions and seminars and take all necessary steps to make the people book minded. This site gives books for all ages including wordless books.

- **Indian National Bibliography-Online** http://inbonline.nic.in/about.aspx

  The Indian National Bibliography has been conceived as an authoritative bibliographical record of current Indian publications in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu and Urdu languages, received in the National Library, Kolkata under the Delivery of Books and Newspapers, (Public Libraries) Act, 1954 (Act No. 27 of 1954 as amended by Act No. 99 of 1956).

- **Children's Book Trust, New Delhi (CBT)**- www.childrensbooktrust.com

  The Children's Book Trust is known for Picture books for younger children.

- **Tara Publishers. Chennai.** www.tarabooks.com. Tara Books is an independent publisher of picture books for adults and children is based in Chennai, South India.

- **Tulika Publishers.Chennai**. www.tulikabooks.com

  Tulika's publishes imaginatively children's books and a pioneered a fresh wave in Indian publishing way back in 1996. An independent publishing house based in Chennai, focussed on picture books for children in English and other Indian languages – Hindi, Tamil, Malayalam, Kannada, Telugu, Marathi, Gujarati and Bengali – so that more children can access books in the language of their choice.

- **Eklavya. Bhopal**. www.eklavya.in. Eklavya publishes about 30 new titles every year that include a wide range of books for early readers, activity materials, literature for and by children, educational classics, teachers' manuals etc. Excellent books mainly in Hindi and Other northern languages. Few in English as well.

- **Katha. New Delhi.** Katha publishes amazing books with visual content for younger children age 4 to 12.

- **Pratham Books**. Bangalore. prathambooks.org. The Pratham books Publishes very colourful books at very low prices but good selection is necessary.

- **Centre for Learning Resources. Pune** www.clrindia.org Publishes books for younger children at low prices.

- **BGVS. Delhi**. www.bgvs.org BGVS publishes books and booklets every year in numerous Indian languages Children's Books and very good translations into Hindi of classic books.

- **Jyothsna Prakashana**.(Pune) www.jyotsnaprakashan.com It publishes in Marathi and English at very reasonable price.

- **Scholastic India**. Delhi http://scholastic.co.in/ Scholastic Corporation is the world's largest publisher and distributor of children's books with operations all over the world.

- **Amar Chitra Katha**. Mumbai. www.amarchitrakatha.com AmarChitraKatha.com is online shopping destination for some of the India's most loved brands including Amar Chitra Katha, Tinkle, Karadi Tales, Brainwave, Bright Start etc.
- **NCER**T. **New Delhi**. www.ncert.nic.in NCERT publishes school text books and all these books are now available online for free download.

2.1.2 Resources and tools for the selection of books and other reading materials for school library from international agencies.

- Teacher Book Wizard – (http://www.scholastic.com/bookwizard/). This site is from the Scholastic, which allows you to search for books the school library by school grade, reading level, genre and other criteria.
- The Children's Book Review (http://www.thechildrensbookreview.com/) – The site gives information regarding the bestselling children's books, and reviews of books arranged by topic, which is very useful book selection tool for the school library.
- University Press Books Selected for Public and Secondary School Libraries http://www.aaupnet.org/librarybooks. *University Press Books for Public and Secondary School Libraries* is an annual collection development tool published with the help and support of two divisions of the American Library Association: The American Association of School Librarians (AASL) and the Collection Development and Evaluation Section of the Reference and User Services Association. These books are selected by an ALA committee of librarians who work with young adults.
- Outstanding Science Trade Books for Students K - 12
- http://www.nsta.org/publications/ostb/ The books that are listed in this source were selected as outstanding children's science trade books. They were chosen by a book review panel appointed by the National Science Teachers Association (NSTA) and assembled in cooperation with the Children's Book Council, USA.
- Cooperative Children's Book Center - http://www.education.wisc.edu/ccbc/. This is a unique and vital gathering place for books, ideas, and expertise in the field of children's and young adult literature and this site has bibliographies of children's books created by librarians and book reviews of the University of Wisconsin at Madison.
- Kids First! - http://www.kidsfirst.org/ The Searchable listing of videos and CD-ROMs reviewed by both adults and children. By the Coalition for Quality Children's Media.
- **School Library Directory** http://www.sldirectory.com/libsf/booksf/kidsbooks.html. This site establishes links to more booklist and book review sites.
- Collection Development Resources

  http://eduscapes.com/sms/overview/selectiontools.html

- **The School Library Media Specialist**

  http://eduscapes.com/sms/overview/selectiontools.html A very extensive collection of sites. This site is by The School Library Media Specialist web site.

2.1.3 Publishers of Books, Videos and Digital Resources

- The Children's Book Council http://www.cbcbooks.org/ A non-profit organization of children's book publishers.
- The Canadian Publishers' Council - http://www.pubcouncil.ca/ Representing 34 Canadian book publishers.
- Libraries Unlimited - http://www.abc-clio.com/aboutus/default.aspx?id=60300 This site give list of Professional books for librarians and teachers.
- Macmillan/McGraw-Hill School Divison https://www.mheonline.com This site is books for all levels of school education
- Pan Asian Publications - http://www.panap.com/ Distributors of Asian books, cassettes, and CD's.
- Teachers@Random- http://www.randomhouse.com/teachers/ Random House children's books for grades K-8.
- Scholastic Library Publishing http://www.scholastic.com/home/ -Children' Literature
- The Publishers' Catalogues Homepage - http://www.lights.ca/publisher/ -This site will gives links to over 6000 publishers

2.2 Online Library Classification Resources and Tools

The following are the online classification resources and tools to do classification and provide subject headings for the documents in the school library.

- Dewey Decimal Classification http://www.oclc.org/dewey.en.html -News and information from Forrest Press, the publisher of the Dewey Classification.
- Dewey Decimals Summaries from OCLC http://www.oclc.org/dewey.en.html
- Dewey K-12 Resources http://www.oclc.org/dewey/resources/public.en.html

2.2.1 DDC Classify Online http://classify.oclc.org/classify2/

Classify is a FRBR-based prototype designed to support the assignment of classification numbers and subject headings for books, DVDs, CDs, and other types of materials . The DDC Class numbers can be retrieved with a summary by ISBN, ISSN, UPC, OCLC number, author/title, or subject heading.

2.3 Online Cataloging Resources and Tools

- Anglo-American Cataloguing Rules (AACR2),- Anglo-American Cataloguing Rules. 2nd

ed., 2002 Revision. Chicago, Ill.: American Library Association, 2002 + Amendments approved by the Joint Steering Committee of AACR.ISBN 0-8389-3529-X

- **Schools Catalogue Information Service (SCIS):**

  http://www2.curriculum.edu.au/scis/home.html#_blank

  The Schools Catalogue Information Service (SCIS) aims to provide schools with access to a database of consistent catalogue records created according to agreed national standards, in order to reduce the cost and duplication of effort of cataloguing resources in schools. Since its inception, SCIS has been responsible for improving the quality and consistency of cataloguing materials for schools.

- MARC 21 concise formats**.** http://lcweb.loc.gov/marc/#_blank

  Washington, D.C.: Library of Congress. The MARC formats are standards for the representation and communication of bibliographic and related information in machine readable form.

- Guidelines to Standardized Cataloging for Children - http://www.ala.org/alcts/resources/org/cat/ccfk_5th**.** This resource is prepared by the Committee on Cataloguing Children's Materials. Adaptations of cataloguing policies for children through age 15. By Joanna F. Fountain, 2010.

- The Library of Congress Online Catalogue http://catalog.loc.gov/- This site provide search for cataloguing records at the Library of Congress and other libraries.

- Schools Catalogue Information Service -http://www2.curriculum.edu.au/scis/home.html A subscription is necessary for this Australian service.

- What is FRBR? - http://www.loc.gov/cds/downloads/FRBR.PDF An explanation of the Functional Requirements for Bibliographic Records may be obtained from this site.This is a pdf file.

- ISBN and ISSN Systems - http://www.ala.org/tools/libfactsheets/alalibraryfactsheet28 This service is from the American Library Association.

- **IndCat: Online Union Catalogue of Indian Universities** http://indcat.inflibnet.ac.in/ IndCat is the Online Union Catalogue of Indian Universities online library catalogues of books, theses and journals available in major university libraries in India. The union database contains bibliographic description, location and holdings information for books, journals and theses in all subject areas available in more than 162 university libraries across the country. A Web-based interface is designed to provide easy access to the merged catalogues.

2.4 Online Book Shops: There are a quite good number of online book shops and the following are the website of the some online book store which takes order for the supply books online.

- **Amazon** www.amazon.in
- **Books shop of India** https://bookshopofindia.com/
- **Sapna Book House**. http://www.sapnaonline.com
- **India Plaza** www.indiaplaza.com
- **Flipkart** http://www.flipkart.com/books

2.5 Library Automation Software

- **KOHA https://koha-community.org/**

  Koha is the first free and Open Access software for library automation package in use worldwide. Its development is steered by a growing community of users collaborating to achieve their technology goals. Koha's feature set continues to evolve and expand to meet the needs of its user base.

- **NewGenLib** http://sourceforge.net/projects/newgenlib

  NewGenLib is an open access and fully web based integrated library management software that runs on distributed computers through a network or server

- **Openbiblio** http://obiblio.sourceforge.net/index.php/Main/OpenBiblio

  The OpenBiblio is an easy to use, automated library system written in PHP containing OPAC, circulation, cataloging, and staff administration functionality

- **Emilda** http://www.emilda.org/index.php?q=about

  Emilda is a complete Integrated Library System that features amongst others an OPAC, circulation and administration functions, Z39.50 capabilities and 100% MARC compatibility. MARC compatibility is achieved using Zebra in conjunction with MySQL.

- **Evergreen** http://www.open-ils.org/ Evergreen is highly-scalable open source software for libraries that helps library patrons find library materials, and helps libraries manage, catalog, and circulate those materials, no matter how large or complex the libraries.

- **e-Grantalaya** http://egranthalaya.nic.in/ **e-Granthalaya *: A Digital Agenda For Library Automation and Networking*** - is an Integrated Library Management Software from National Informatics Centre,(NIC), Department of Electronics & Information Technology, Ministry of Communications and Information Technology, Government of India. The software has been developed by a team of experts from software as well as Library and Information Science discipline. The software is useful for automation of in-house activities of libraries and to provide various online member services.

2.6 Digital Library Software for developing digital resources in schools.

- **Greenstone (GSDL)** http://www.greenstone.org/download

Greenstone is a suite of software for building and distributing digital library collections. It provides a way of organizing information and publishing it on the web or on removable media such as DVD and USB flash drives. Greenstone is produced by the New Zealand Digital Library Project at the University of Waikato, and developed and distributed in cooperation with UNESCO and the Human Info NGO. It is *open-source*, multilingual software, issued under the terms of the GNU General Public License. Read the Greenstone Factsheet for more information.

- **Dspace** http://www.dspace.org/ DSpace is the software of choice for academic, non-profit, and commercial organizations building open digital repositories. It is free and easy to install "out of the box" and completely customizable to fit the needs of any organization. DSpace preserves and enables easy and open access to all types of digital content including text, images, moving images, mpegs and data sets.
- **Fedora** http://www.fedora.info/ Fedora is an open source repository system for the management and dissemination of digital content. It is especially suited for digital libraries and archives, both for access and preservation.
- **EPrints** EPrints, the world-leading open-source digital repository platform. Developed at the University of Southampton, EPrints has been providing stable, innovative repository services across the academic sector and beyond for over 15 years

2.7 Policy Manuals and Guidelines for School Library Management

- **CBSC School Library Manual http://cbse.nic.in/LIBRARY-1-99.pdf**
- **Kendriya Vidhyalaya Library Policy Guidelines.** http://www.kvsangathan.nic.in/CircularsDocs/LIBRARY%20POLICY.pdf
- Procedures Manuals - https://aklibraryhandbook.pbworks.com/w/page/1659521/ Procedures-Manuals Guidelines for writing a school library procedures manual from the Alaska School Library Handbook.
- A manual for developing policies and procedures in Australian School Library Resource Centres – http://www.asla.org.au/policy/policy-development-manual.aspx This by the Australian School Library Association. This is a pdf download.
- Alaska School Library Handbook http://aklibraryhandbook.pbworks.com/w/page/1659489/ FrontPage - This is an excellent resource for library management.
- Library Manual http://bellinghamschools.org/projects/library-manual/library-manual-toc - Bellingham Public Schools, Bellingham, WA.
- Primary School Library Guidelines http://www.webarchive.org.uk/wayback/archive/20130201082724/http:/www.cilip.org.uk/get-involved/special-interest

groups/youth/publications/children/pages/primaryguidelines .aspx. A manual for British primary school libraries.

- http://schools.natlib.govt.nz/developing-your-library/tools-and-guides/school-library-handbook . - The National Library of New Zealand.
- How to Set Up and Run a Small Library in Africa http://www.africanlibraryproject.org/our-african-libraries/library-resources. Very useful information. This is by the African Library Project, 2012.
- Libraries for All: How to Start and Run a Small Library http://unesdoc.unesco.org/images/0011/001171/117165Eo.pdf. This manual by UNESCO is designed to help those who wish to set up a library in a developing country. No prior library experience or training is required to set up the library.
- Elementary Library Routines http://elementarylibraryroutines.wikispaces.com/. A wiki for elementary librarians to share ideas.

2.8 List-serves, Discussion Forum and School Library Networks and resources

- LM_NET - http://lmnet.wordpress.com/ It is a Listserv for school librarian
- **LIS-Forum** http://ncsi.iisc.ernet.in/mailman/listinfo/lis-forum
- **KVS Libraries Network** http://grou.ps/kvlibrarians
- **The Global Teacher Librarian Network** http://www.teacherlibrarian.org/
- **K.V. Pattom** https://librarykvpattom.wordpress.com/category/web-directory/

2.9 Vendors of Library Resources, Furniture and Equipments

- Ebsco Publishing http://www.ebscohost.com/ Library resources for K-12 Schools
- Gaylord - http://www.gaylord.com/ For Library supplies and furniture.
- Highsmith - http://www.highsmith.com/ Library supplies and furniture.
- Library Skills - http://www.libraryskills.com/index.cfm For Posters, shelf dividers, and other products.
- The Library Store - http://www.thelibrarystore.com/ Library supplies.
- Overdrive - http://company.overdrive.com/education/k-12-schools/ -Vendor of e-books

2.10 School Library Standards for Programs and Facilities

- Model School Library Standards for California Public Schools -
  http://www.cde.ca.gov/ be/st/ss/documents/librarystandards.pdf
- Resources to Support the School Library Standards.
  http://www.cde.ca.gov/ ci/cr/lb/schlibrarystds.asp

- Standards for Maryland School Library Media Programs http://marylandpublicschools.org/NR/rdonlyres/092A7763-3A8E-47D6-B57D-32FBDC668D0A/13091/SLMStandards1.pdf
- School Library 21 - http://www.michigan.gov/documents/mde/lm_SL21_313134_7.pdf 21 Measurement Criteria for Michigan School Libraries For 21st Century Schools. This is in pdf format.
- School Library Standards and Guidelines - http://www.library.sd.gov/LIB/SLC/index.aspx - This is the School library standard of South Dakota.
- Minimum Requirements for School Library Information Centers http://tntel.tnsos.org/TEL-Dept_of_Ed-Legislation-0520-01-03.pdf
- School Library Information https://www.tsl.state.tx.us/ld/schoollibs/index.html. This is a link to the school library standards and materials related to the development of the standards. There is also information for principals and parents. By the Texas State Library

2.11 Evaluation tools for School Library

- School Librarian Evaluation Rubric http://connect.ala.org/files/31214/school_librarian_evaluation_rubric_aisle_pdf_96894. by the Association of Indiana School Library Educator
- Library Media Specialist Evaluation Instrument

  http://communication.sdhc.k12.fl.us/EETHome/Rubrics/MediaRubricfinal_8_2012.pdf Hillsborough County Public Schools, Florida
- Idaho's School Librarian Manual http://www.sde.idaho.gov/schoollibraries/docs/tech/slim.pdf There are evaluation forms for school library media specialists and for student's library aides. This document is in pdf format.
- Model School Rubrics - http://maschoolibraries.org/dmdocuments/rubric.pdfby the Massachusetts School Library Media Association, 2002. This is a pdf document.
- School Librarian Evaluation Rubric http://usny.nysed.gov/rttt/teachers leaders/practicerubrics/Docs/nyla-rubric.pdf - This is from New York State and it was adopted in 2012. This is a pdf document
- Performance Evaluation of School Librarians http://aasl.ala.org/essentiallinks/index.php?title=Performance_Evaluation_of_School_Librarians. This resource is AASL.

2.12 Social Media Resources for School Library

- How to Use Social Media in Your School Library

http://www.follettsoftware.com/LibraryConnections/post.cfm/how-to-use-social-media-to-promote-your-school-library. It may all be overwhelming at first. This article suggests the use of only three sites.

- AASL's Best Web Sites for Teaching and Learning - http://www.ala.org/aasl/standards-guidelines/best-websites. A collection of Web 2.0 sites.
- 21 Useful Cloud Computing Resources for Librarians http://oedb.org/blogs/ilibrarian/2011/21-useful-cloud-computing-resources-for-librarians/. This resource gives more information about the cloud and the use of cloud in library.
- 10 Social Media Skills for 21st Century Teachers http://www.educatorstechnology.com/2014/01/10-social-media-skills-for-21st-century.html. - by Doug Johnson. This infographic is from the Educational Technology and Mobile Learning Blog.

2.12.1 Social Media tools for school library

a) Blogging

- Picking The Best Platform For Your Classroom Blog http://www.freetech4teachers.com/2013/07/best-of-2013-so-farpicking-best.html#.UdQ18xaLF0g – A description of the various blogging sites.
- Blogger - https://www.blogger.com/start. An easy way to start your own blog.
- Edublogs http://edublogs.org/ Free blogs for educators.
- KidBlog - . For elementary and middle school students.
- Teaching With Blogs - http://www.readwritethink.org/professional-development/strategy-guides/teaching-with-blogs-30108.html This is for students in grades 6 - 12. From Read Write Think.
- How to Use Blogs: Grades 3 - 5 http://www.scholastic.com/browse/article.jsp?id=3749958 A lesson plan from Scholastic.
- How to Use Blogs: Grades 6 -8 http://www.scholastic.com/browse/article.jsp?id=3749960 A lesson plan from Scholastic which is very good for beginning bloggers.

b) Social Bookmarking

- Uses of Social Bookmarking in School Library Media Centers http://webtools4u2use.wikispaces.com/Social+Bookmarks
- 28 Free Social Bookmarking Sites for Educators http://elearningindustry.com/28-free

social-bookmarking-tools-for-educators. This site is from the elearning Industry website.

- Diigo - https://www.diigo.com/index. Save your bookmarks with annotations and comments.
- How to Use Pinterest for Beginners http://www.pcmag.com/article2/0%2C2817%2C2418047%2C00.asp A guide by Meredith Popolo in PC World.
- Delicious http://www.delicious.com/. A social bookmarking site.
- The 15 Most Popular Social Bookmarking Sites - From e-Biz. http://www.ebizmba.com/articles/social-bookmarking-websites

c) Wikis and Ning

- How to Create a Wiki - http://www.surfnetkids.com/how_to_create_a_wiki.htm From Surfing the Net with Kids.
- Wikispaces http://www.wikispaces.com/ - a free wiki building site.
- New Hope - Solebury High School Library Wiki http://nhshighschool.wikispaces.com/ This is an example of a school library wiki.
- Teacher Librarian Ning -http://teacherlibrarian.ning.com/ A social networking site for teacher librarians.
- Classroom 2.0 -http://www.classroom20.com/ A ning for educators interested in Web 2.0

3. CONCLUSION

In conclusion it is stated that, in order to make the school library more effective and efficient to meet the challenges and needs of the students and teachers, the school librarian has to play a proactive role by updating the knowledge, skills and competency in the effective use of ICT, web resources and tools in the routine activities, functions and services of the school library. The technology has offered a wide variety of online resources and tools, which can be very effectively used in the management of school library in this digital age. In this regard, the school management and the government agencies have to support and provide the required infrastructure in the form of computers, Internet facilities and other necessary equipments to the school libraries to make use of these online resources and tools for the effective management of the school library. Further, the school librarians need to be properly trained to equip themselves to use these resources successfully in the libraries.

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Jullunder: Sterling Publishers

Wofford, A. (1959) The School Library at Work: Acquisition, Organization, Use, and Maintenance of Materials in the School Library. New York: H. W. Wilson Co.