



SKILLS OF LIBRARIANS OF NAVODAYA VIDYALAYA : A STUDY

Sudin Kumar Sardar

Librarian , Jawahar Navodaya Vidyalaya, Howrah.

Abstract:-The National Policy on Education, 1986 envisage establishment of one Jawahar Navodaya Vidyalaya (JNV) in each district of the country. The main object in these vidyalayas are to provide modern education for rural talented children, inculcation of cultural values, competency in three languages (English, Hindi & Regional Language), promotion of adventure spirit, National integration and holistic growth of the personality of the children.

JNV’s librarians are qualified and well-trained in their profession. Every year NVS are organizing orientation course of librarians for training him in recent technological developments in the field of library and information science. The librarians here work cooperatively to plan, implement and evaluate resource based units of study and developing the work program. JNVs libraries serve both the purpose of providing resource material to the students and also staff.

This article intends to reveal various facts of skills and also importance of user relations skills, its helps the users to cultivate as a positive motivation for used the library.

The skills of JNVs librarian are very much essential for competencies management, networking and other services

This paper discusses the training processes of the librarians of Navodaya Vidyalayas to enhance their skills in operating a library

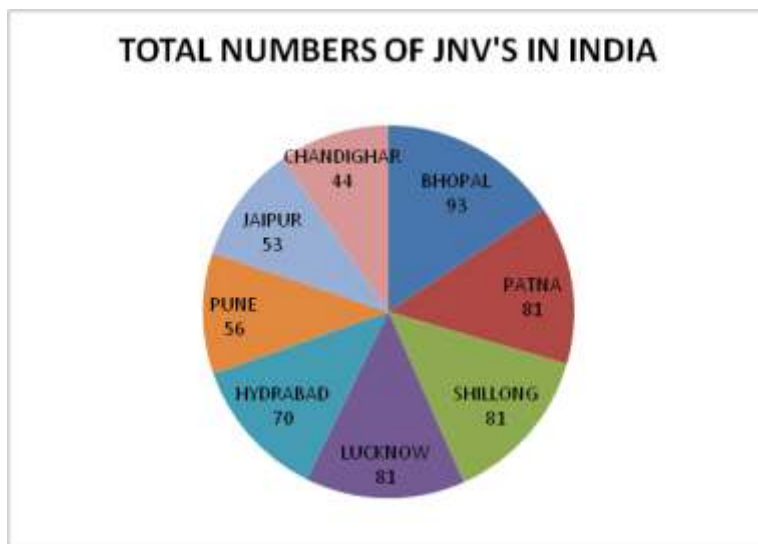
Keywords:Skills of Librarians, Librarian Training, JNVs Librarian, Advantage of training, Technological Skills.

INTRODUCTION

The National Policy on Education, 1986 envisages establishment of one Jawahar Navodaya Vidyalaya (JNV) in each district of the country.

Jawahar Navodaya Vidyalaya are run by the Navodaya Vidyalaya Samity (NVS) is an autonomous organization under the Ministry of Human Resource Development, Department of Secondary and Higher Education, Govt. of India. Eight Regional offices are established all over the India.

Sl. No	Regional Office	No. of JNVs	States and No of JNVs
1	Bhopal	93	Madhya Pradesh(47), Chhattisgarh(16), Orissa(30)
2	Chandigarh	44	Punjab (17), Himachal Pradesh (12), J&K (14), Chandigarh U.T(1)
3	Hyderabad	70	Andhra Pradesh (22), Karnataka (27), Kerala (14), Pondicherry(4) A&N Islands(2), Lahshadweep (1)
4	Jaipur	53	Dehli (2), Hariyana (19), Rajasthan(32)
5	Lucknow	81	Uttar Pradesh(68) Uttaranchal (13)
6	Patna	81	Bihar (41) , Jharkhand (22), West Bengal (18)
7	Pune	56	Maharastra(31), Gujarat(20),Goa(2),Daman & Diu(2), Dadra & Nagar Haveli (1)
8	Shillong	81	Assam (24), Arunachal Pradesh(16),Meghalaya(7), Manipur(9), Mizoram(8), Nagaland(9), Tripura(4)



A. Skills of Librarian

Skill is a practical ability or proficiency in execution and performance, which is necessary for a librarian to plan and execute an action designed to achieve some goals or target of a particular work. A skilled librarian has the ability to perform any task successfully. He can face the challenges occur in a particular profession because of the social, economic, education and technological changes. Thus in order to cope up with the ever-changing library and information science profession, the librarian must be professionally skilled.

1. Communication Skills: The Librarians act as the mediator between the information users and the information resources or information providers. It is very much essential for the library information professionals. Communication with library members and others must be in time and appropriate. Command over language especially English and also regional one will improve the communication. Good communication skills also require for understanding library users and develop self-confidence. With this one can achieve a lot and solve problems too. Communication is many form i.e. Verbal, Non- Verbal, Technical lags, complex reports, and proposal and so on. Communication is vital for librarians and their effectiveness.

2. Interpersonal Skills- Librarians have to deal with all levels of people like Students, users, vendors etc. To deal with each one of them in rightful manner requires interpersonal skills. Librarians are consultants, working with students, analyzing their information need, evaluating the resource materials available in the library. Librarians are user service provider that means and understanding of the nature of what a user wants and why they are using the library. Librarian must have patience, keeping in head and maintain a good relationship with all the students as well as staff provide healthy library environment and will ensure best service and success.

3. Organizational Skills: Organizational skills is one of the most important skills for any transferable job i.e. JNVs librarian job. Organization skills in the work place can include general organizing, planning, time management, coordinating resources and services. Organization skills are highly required to handle more parallel tasks with an increase level of complexity.

31. General Organizing Skills: Librarians of JNVs must have general organizational skills which allow them to determine the supplies according to their students' needs and they know how to arrange their files and whom to contact for specific information. Without organizing skills a librarian would not be successful in different types of works and render good service for users. Along with the ability of multitasking and to organize within the working of the library as a whole, come the organizational and evaluating skills that come with working one on one with a user to answer a specific question.

32. Planning Skills: It is essential for all JNVs librarians. Planning is one of the most important duties of librarians. Librarians require wide knowledge of effective proper planning for the benefit of the students as well as organization as a whole.

The necessity of proper planning

- For better management and collect all the available information.
- Planning skills enable librarians for running job efficiently and contribution towards achieving maximum output in the form of library service.

33. Time Management: One of the most important organizing skills is the ability to use time management wisely. Every successful person can properly assign tasks with available resources and complete on time .According to the 4th law of library science “save the time of the users” time is very essential in modern era.

4. Management Skills: The librarians are the manager of a library; they should have some basic managerial skills for managing the different sections of library. It is one of the important skills for a successful librarian. Total Quality Management (TQM) of library is mostly reliant on the managerial skill of the librarians. Every JNV recruits only one Librarian of each Vidyalaya and he/She manages all the library activities i.e.- Management of Text Books stock, Distribution of Text Books among the students, Reference Services, Library Books Circulation through using e-Granthalaya software and other services properly.

So the Librarians without Managerial skills cannot provide all the services effectively on time.

5. Literature Skills: JNV’s Librarian must be familiar with every book and author. Ability to identify the location of different types of available books and lost or missing books because the junior students (Class-VI-VIII) do not know how to use Catalogue card or Computer Searching. They directly ask the Librarian for their needs. He/ She should inculcate the reading habit among the students.

6. Team Work and Leadership Skills: It is essential for best library services. An ability to establish working relation with library users, sharing and delegating responsibility with a group and encourage them to use library effectively. Library management especially the JNVs library is team exercise. Hence it is required to have leadership skills to manage and guiding the students’ team time to time, as every subordinate is important for carrying out their work efficiently for smooth running of Vidyalaya library.

7. Listening skills: The Librarians must have good listening skills as he/she has to interact with different types of users all the time. By carefully listening to users’ he/she can identify the exact requirement and then renders the service according to their need. Especially Lower Class (VI-VIII) students do not know how to use library resources properly.

8. Decision Making Skills: All the JNVs have only one librarian each and they have to perform their duty and responsibility properly. Librarians must be able to analyze and understand the real life situation and problems of their students or users. Librarian can’t solve the problems properly without ability of decision making power. We are taking so many decisions for the betterment of library and library services but effectiveness of decision in achieving the desire goals totally depends on its implementation.

9. Technological Skills: The rapid advancement of information technology and communication system has brought a revolutionary change in the organization and management of information. In present electronic information age, where information is treated as an economic resource, a marketable commodity and as a social wealth, the librarians are to play an active and important role in the process of information communication system. The JNV’S libraries are facing new challenges, new competitors, new demands, new expectations and a variety of information services from users. They are now to be more acquainted with the skill of handling new technologies related to collection, processing and dissemination of information.

Technological skills mean those skills which are required to handle information technology and its other related fields such as computer operation, telecommunication Medias, creation of online database, designing of websites, searching information from internet etc.

Navodaya’s Libraries are using e- granthalaya Library software which is being developed by National Information Centre. Maximum librarians have technological skills or he /she develops technological skills through different training programmes which are given by NVS.

The JNV’s librarian should have to be familiar with different types of skills to handle latest developed information technology and thus to implement in the JNV’S Library for the betterment of students as well as the staff. It is highly needed for the librarians.

91. Computer Using Skills: The librarian must have the skills of using computer and computer related technology properly. Because quality of the library services are dependent on the quality of the librarian’s performance. Skills of library software (e-granthalaya) operation, application of bar code technology, creation of database and its updating

etc are required for the librarians.

92. Internet using and computer networks Skills: Skills of handling different computer networking and systems i.e. LAN, MAN, and WAN are required for a modern library professional working in IT environment to tackle the problems and challenges raised in building and maintaining library. Resource sharing and dissemination of information is possible only with proper knowledge of computer networking Skills. Librarians are able to use different types of search engines and find quality online resources for the students. Today Librarians cannot provide reference services and other services with basic knowledge of modern technology.

10. Information Retrieval Skills: The librarians are able to retrieve the right information at the right time for right users. The first and foremost duty and responsibility of a librarian is to provide the required information to the users. According to the demands of the students he can provide retrospective searches, reference services, CAS, SDI services etc.

11. Coordinating Resources: Coordinating resources is another important organizational skills in the library. Librarian must know how to coordinate both internal and external resources. All the resources are always available only in Library, this is not possible. The duty of Librarian is to co-ordinate all the resources which are available in the School as well as outside of the School to render better service for all members.

12. Negotiating skills: These skills are required on special occasions such as handling bulk purchases, specialized databases subscription with vendors etc. Also some times in delicate situations like library committee meetings or avoiding undue requirements from arrogant users etc.

13. Preservation Skills: JNV'S Librarians are dealing with open access system library which has both printed and non printed documents. In JNV's Library printed documents are mainly Books and Periodicals and non- printed documents are CD, DVD & E- Books. Librarians should have the preservation skills for the both library materials. Different computer virus can attack the databases and affect them very badly. So Librarian should have the knowledge of cryptography, firewall, and different anti-virus software for prevention and preservation of sources of knowledge.

14. Ability to learn easily: Few librarians of JNVs have told me that now a day so many new technological developments in the field of library and information science have occurred that they are unable to cope up. They are facing so many problems to maintain library software. Every JNV library appoints only one librarian. So they need the help of students and other learned staff. I need to learn how to troubleshoot these. I know that in so many places, if there is any technological problem then the operating staff would just throw up an "out of Order" sign because they did not have enough computer knowledge to figure out the problem. Librarian should be able to play with the technology in the library to learn what problems commonly arise and counter them. We need to be able to keep up with what's new in the field of technology and how librarians are handling it. We also need to be able to provide services in minimum time. We always must remember to 'save the time of users'

B.Skills Enhancement Training Programme of JNVs Librarians:

Navodaya Vidyalaya Samiti (NVS) are organizing different types of training programmes for librarians time to time. In this regard the NVS set up 05 National Leadership Institutions (NLI) all over India.

Sl. No	Name of NLI	Address of NLI
1	Chandigarh	Navodaya Leadership Institute, JNV Campus, Sector-25, Chandigarh - 160 014
2	Canacona, Goa	Navodaya Leadership Institute ,Mastimol, Canacona South Goa - 403702
3	G. B Nagar	Navodaya Leadership Institute,Dhoom Malikpet, Dadri, Dist. G.B. Nagar,Pin : 203208
4	Guntur	Navodaya Leadership Institute, Deshabhakta Bhawan, 2/13, Brodipet ,Guntur (AP),Pin-522 002
5	Ranga Reddy	Navodaya Leadership Institute, JNV Ranga Reddy, HCU Campus, Gachchibowli,Distt-Ranga Reddy,Pin- 500 046

The main objective of NLI is to provide proper training to JNV’s Librarians as well as teachers. The training should be designed to ensure efficient performance and enhancement of skills of librarian. Training of staff is crucial for the development of library services. It is appropriate in an extremely sophisticated library system using the most up to date computer technologies and equally appropriate in a library system. Trained librarian is able to satisfy the user at all levels. From the students to staff of Navodaya must be able to feel confidence in the member of staff who may be with them. If student or staff is satisfied about the library service they can use libraries more.

In our system training is equally important for all the librarians from senior to junior librarians. It is essential to remember that in a good library system training is one kind of skills enhancement programs. It should be continual process and will never stop. Staff is up to date and aware of innovation and changes in the library world for training. Librarians are always ready to accept new ideas, policy changes are mooted and adopted.

Newly appointed librarians for JNV library are needed to be trained. They may have learnt well all the library system in student life but in most cases will have had very little experience or opportunity to put theory into practical. Many young and intelligent people are now entering Librarianship without much idea of the job; in these circumstances training becomes complementary as new librarians are trained to maximize their library education on a daily basis.

In service training is a part of the management function of Navodayas’ library system. It is important to get these new librarians participating in in-service training courses. As this not only helps them to assume the role of librarian but also involves them as a part of the library management team from the start. It is most beneficial as the trainers know the JNVs’ library and organization (NVS) and know exactly what is expected from them.

ADVANTAGE OF TRAINING PROGRAMME

1. To develop work efficacy and accuracy.
2. To comfort in the online medium.
3. Ability to troubleshoot technology.
4. To develop leadership skill.
5. Ability to keep up with new ideas in ICT.
6. Ability to acquire new knowledge and use it for development of library.
7. To develop teaching skills.
8. To develop positive attitude towards library service to user.
9. Ability to take administrative decisions.
10. Ability to motivate established and maintained effective working relationship with all users.
11. To develop public speaking skills.
12. To cultivate the work culture from the experienced professionals

**Table-1
Training Programmes Conducted in Last few years in NLI Goa.**

Sl.No	Name of the Course	Year	Total Number of Participants
1	In-service Training Course for Librarian	2002	42
2	Orientation Course for Librarians	2006	38
3	Orientation Course for Librarians	2007	74
4	Orientation Course for Librarians	2009	29
5	Orientation Course for Librarians	2010	36
6	Workshop on use of e-Granthalaya & ICT for Librarians	2012	29
7	Workshop on use of e-Granthalaya & ICT for Librarians	2013	30
8	Workshop on e-Granthalaya Software for Librarians	2014	29

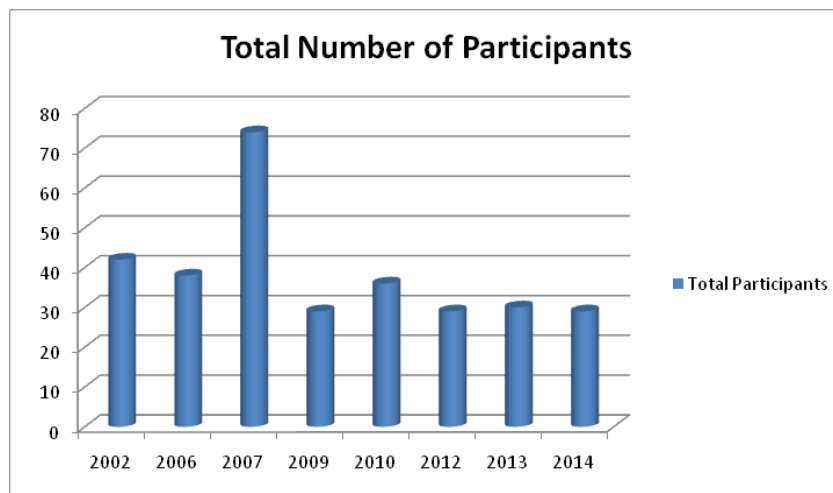
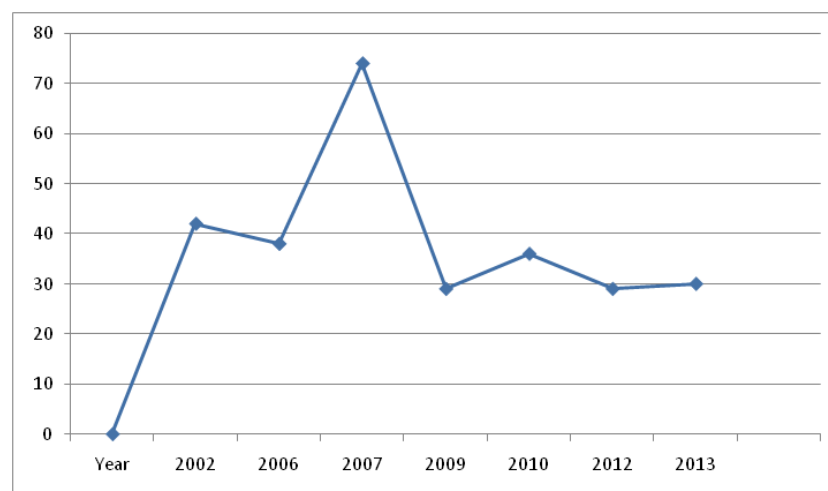
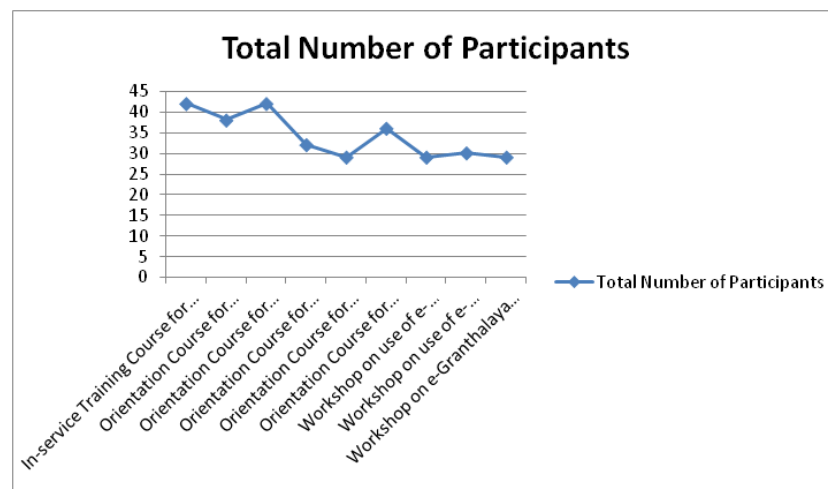


Chart showing the year and the Total number of Participants



Graphically Representation of the No. of Librarian and Year



Graphically Representation of the no. of Librarians and Name of the Course.

CONCLUSION:

Skills of JNVs Librarians are very much essential to render proper services for the users. It is clear indication that the libraries are going to be digitally. So different types of skills especially ICT skills are required for the library service delivery in Electronics Information Environment. Competence and collaboration is the main key for JNVs Librarians. However the maximum needs of skills enhancement programme for betterment of the Librarians. Along with the potential working skills, the librarians must have positive attitude to user service.

REFERENCES:

1. Compendium Vol-I, II.(By NVS)
2. www.navodaya.nic.in
3. www.nvshq.org
4. www.nligoa.gov.in
5. Tanawade M. S, Effective Interpersonal Skills for Library Management, Vol. I, Issue. I / February 2011, pp.184-186



Sudin Kumar Sardar

Librarian , Jawahar Navodaya Vidyalaya, Howrah.