

# The Analysis of Problems and Countermeasures in the Informationized Management of Books in Public Libraries

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**Abstract:** With the rapid development of the times, more knowledge can be better spread. In the era of rapid dissemination of knowledge, public libraries are of great significance. The continuous development of science and technology has brought more reference books, which can better convey civilization and knowledge. Public library is not only an important place for China's cultural services, but also an important part of the public cultural system, so that the whole people can have better results in reading. In order to improve the construction and development of public libraries, especially enhance the information service system of libraries, under the background of information society, libraries often face some difficult problems, which hinders the progress of public library management. This paper analyzes the current situation of public libraries and comes up with some suggestions that can improve the management mode of public libraries.

**Keywords:** Public library; Books; Informationized management; Problems and countermeasures

## 1. Introduction

Information technology not only makes social life more convenient, but also improves people's work efficiency. In this context, the original library information management mode can not adapt to the development of the times. We must find out more modern technical means from the current actual situation of the library to ensure that the library information management can be carried out more smoothly. With the continuous improvement of social living standards, public libraries begin to face greater opportunities and challenges, but also many difficulties. In the operation of the public library, there is often no scientific theoretical guidance, resulting in an unbalanced structure in the library, which hinders the development of the library to a great extent. In the background of information modernization, there have been more scientific management methods to make the library have more meaningful educational value. We should explore the methods that can solve the problems in public libraries according to the current situation, and carry out scientific analysis combined with various influencing factors in the library, so as to have a more ideal management effect.

## 2. Problems in the Process of Information Management in Public Libraries

### 2.1. Pay insufficient attention to the information construction of the library

At present, it is very common for library managers not to understand the information construction. Most people

think that the information construction today is nothing more than setting the relevant software in the computer in the library. Therefore, the information training for library managers is very important. Because the staff do not know how to carry out all kinds of work, it is also a necessary condition for library information construction to continuously improve managers' information technology skills and their awareness. Managers should cultivate their information awareness, strengthen their information skills, and constantly promote the information construction of the library.

### 2.2. Strengthen the quality of managers

At present, in the operation of public libraries, there is a lack of highly educated managers, which affects the team construction of managers in libraries. The uneven distribution of academic structure of administrators makes the efficiency of public library construction relatively low. In the whole ratio of library personnel, there are no high-quality talents, which can not ensure that informatization plays a practical role. Therefore, when recruiting staff in the library, we should hire more high-quality talents.

### 2.3. Lack of scientific management mechanism

In the process of building an information-based public library, it is necessary to continuously strengthen the management mechanism. When building a library information base, it is often affected by external factors. The library construction lacks standardization. Often, the information in the information base is closed, resulting in the inability to share information resources. During the

construction of information-based library, the digital processing of books is not complete, resulting in the lack of unified construction of library information, imperfect relevant mechanisms, reduced system coordination and unable to make full use of information resources. There are often great differences between library retrieval and database, affecting the compatibility of data.

#### **2.4. Lack of communication with management**

With the improvement of living standards, the service requirements of public libraries are relatively high. In the past management process of public library, the management work among various departments is not joint, leading to the management work of public libraries can not combine various factors and can not effectively plan resources. In the management of public libraries, there is a lack of scientific assessment mechanism, so it is impossible to assess the management before the problem occurs. The efficiency of this assessment method is relatively low, and the management department can not fully understand the operation of the library, which is often accompanied by a variety of problems in the library work. Public libraries have no responsibility distribution system, and all departments have no clear responsibility, which can not solve the problem of library management. Only when public libraries have a complete value chain can they work smoothly.

### **3. Analysis on the Problems of Information Management of Books in Public Libraries**

#### **3.1. Enrich books and equipment**

Currently, there are many problems in public library materials, so we should increase the capital budget. Generally, public libraries often rely on government financial appropriations to increase the purchase funds of book in the government financial expenditure. In view of the development of modernization, public libraries constantly update books, and purchase corresponding equipment in time to avoid the obsolescence of relevant books. In the Internet age, more information equipment should be added to the public library, so as to improve the work efficiency of the public library. A self-service terminal is placed in the hall of the public library, which will make it more convenient for readers to consult books.

#### **3.2. Build a professional team**

In order to realize the information management of books, a more professional team of library personnel is needed. For example, corresponding management system is formulated in order to train talents; the use of new technology is studied according to the development of the times, so as to master professional information technology and improve the comprehensive quality of personnel. High-quality graduates should be introduced and the quality

assessment mechanism should be concerned to ensure that personnel can be competent for the work of public libraries. Through cooperated with colleges and universities, professional skills of informatization in college teaching can be improved, and comprehensive quality of library managers can be constantly enhanced. Library managers should actively improve their comprehensive quality and ability to ensure that the needs of library information construction are met. On-the-job training of personnel should be regularly organized to update theory and technology and training activities. The staff should be organized to visit other libraries and regularly study, so as to enhance their own quality and coordination, and ensure the common construction of libraries.

#### **3.3. Improve the reward and punishment mechanism**

The normal operation of public libraries needs to build a perfect salary reward and punishment mechanism. According to normal library work of the staff, public libraries can formulate a scientific reward and punishment mechanism to make the staff more responsible and hard-working in their work. In the context of informatization, staff should innovate their work ideas, strengthen their sense of responsibility and take their daily performance into account. Through the scientific salary reward and punishment mechanism, the staff can actively participate in the work, so that students can have a high sense of responsibility, and make the books of public libraries meet the information management.

#### **3.4. Realize network security management**

In the information construction of books and materials in public libraries, public libraries should strengthen the network security management. The work quality can be strengthened through information methods to avoid information leakage and other problems. An emergency plan should be established for for firewall ,popularize knowledge and security protection software. Computer maintenance can be regularly carried out to deal with possible risks and optimize the management system. The information level of the library should be promoted, combining the network construction of the library, so as to standardize the overall construction of the library, divide the specific work of stages, make rational use of network book resources, and ensure that the library has a higher information level.

#### **3.5. Improve the construction of library system**

In order to successfully carry out the information management of public libraries, there must be a perfect management system. Under the background of the information age, it is necessary to constantly improve the fund distribution system. In the information management of public libraries, strictly controlling the access of funds is the most important. The decision-making support of se-

nior leaders should be based on the analysis of the actual income and expenditure ratio of each department. Combined with the development of public libraries, more effective guidance and suggestions can be given, so as to better evaluate the capital needs of various departments and give full play to the effective resource value. The library should constantly clarify the fund distribution system and constantly improve the operation system between various enterprise departments. Besides, the rules and regulations of the library should be strictly controlled to avoid any corrupt behavior of the government, and lay a solid foundation for the information management of public libraries. The planning among various work of the library can be increased. When making decisions, public libraries can make a better grasp mechanism according to the actual application of each department, and formulate more optimized schemes according to the needs of each department at all times, so that each department can have a more transparent operation mechanism. Scientific planning can be followed up the work progress and quality assessment standards, so as to restrain all departments and do a good job in restraint and supervision. A scientific work plan can not only guide the work and continuously promote the work, but also establish a higher work order, so as to improve the efficiency of library book information management.

### 3.6. Strengthen departmental coordination and linkage

The cooperation and linkage of various departments in the library is a very important link in the management of public library. In the overall planning of library information, public libraries should constantly enhance the coordination of various departments. First of all, library leaders must deeply realize the significance of coordination and cooperation among various departments. When carrying out linkage meetings, they should constantly guide the correct management work and achieve the goal of public library planning. Then, departmental coordination mechanism is set up to strengthen departmental communication efficiency. There are great differences in the work contents of each department. In the process of overall coordination, different departments should have close operation procedures. In the process of books management, public libraries must give full play to the initiative of each department, let each department integrate big data, and the information data form an available data chain between each department. It is convenient for people to tap the potential value in information materials, avoid repeated analysis and sorting data, and reduce the economic cost and labor cost of sorting information. The management department in public library needs to introduce more high-quality talents so that they can complete their work more smoothly when dealing with the work of the department.

### 3.7. Reform network platform management

At present, many public libraries have established relatively perfect digital libraries. People can choose interesting books to read on the Internet. The network platform of public library contains a wide range of knowledge databases and other resources. In library management, public libraries should constantly make the library network platform more personalized and diversified. The management of public libraries should also rely on high and new technology and build a relatively high-quality service platform. Most public libraries often purchase digital resources to establish online databases. The management of public libraries is often relatively single, and the cost of information management will be relatively high. We can combine our own characteristics to create shared digital resources, classify the library's information resources, and establish more characteristic book resources. In addition, public libraries can also establish the method of electronic records, analyze the types and hobbies of each reader, and scientifically process the personal information of each reader. Cloud technology can also be used to automatically process data to ensure the security of readers' privacy.

## 4. Conclusion

In a word, nowadays, with the rapid development of science and technology, people can use the Internet to obtain a large amount of information, which not only improves the convenience of acquiring knowledge to a great extent, but also makes the development of public libraries a great challenge. In view of the current trend, public libraries must give full play to their own benefits and constantly carry out information construction activities. In the actual construction of public libraries, there are often many problems that hinder the progress of library construction. We should pay attention to the work of modern libraries, analyze our own advantages, and constantly strengthen the preservation of books and materials, so as to realize the information construction of libraries, improve the level of data preservation, and give libraries better information services.

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