

Discussion and analysis on the management of book circulation service in higher vocational colleges

Xiangfang MENG

Shandong Transport Vocational College, Weifang 261000, China

Abstract: Under the background of the rapid development of information technology, higher vocational college libraries are faced with the optimization of the service management mode of book circulation. This paper explores the difficulties faced by the management of library circulation service in higher vocational colleges, such as the backward management mode and the technical equipment, and puts forward some strategies and measures, such as the establishment of a perfect personnel management system, and the implementation of open management service mode. The purpose of this article is to strengthen the management of library books and provide personalized services to improve the book circulation service management mode.

Key words: higher vocational colleges; library; circulation service

1 Introduction

Library circulation service, as the core link of library management in higher vocational colleges, plays an important role in improving the utilization rate of library resources, the service effect and the satisfaction of teachers and students. Optimizing the service management of the book circulation service can optimize the process of borrowing and returning, improve the book location layout and the shelving mode, and realize the efficient book circulation service. This will effectively shorten the waiting time of teachers and students, improve the borrowing efficiency, and enhance the satisfaction of teachers and students. At the same time, shelves can be adjusted according to the circulation of books to optimize the efficiency of space use, and the space rationalization can be optimized according to the book borrowing and returning process, so as to improve the convenience and comfort of space utilization. Through the analysis of book circulation services, the interests and needs of teachers and students can be understood, and the library can provide more personalized services, such as recommending relevant academic resources for students of different majors; organizing exchange activities between teachers and students to promote knowledge sharing and academic cooperation. Therefore, through scientific data analysis and effective management measures, the sustainable development of the library can be realized, and a better learning and research environment can be provided for teachers and students [1].

2 The current dilemma of library circulation service management in higher vocational colleges

2.1 Backward management mode

Copyright © 2023 by author(s) and Frontier Scientific Research Publishing Inc.
This work is licensed under the Creative Commons Attribution International License (CC BY 4.0).
<http://creativecommons.org/licenses/by/4.0/>

The management mode of some higher vocational college libraries is still in the traditional manual operation stage, and it fails to introduce modern information technology means in time. As a result, in addition to borrowing and returning books, some libraries provide relatively few services, which cannot meet the diverse needs of teachers and students, such as academic research support, electronic resource access, etc. At the same time, the traditional way of borrowing and returning relies on manual operation, which requires teachers and students to go to the counter to handle the procedures. The operation is cumbersome and inconvenient, resulting in low work efficiency, and teachers and students need to wait in line for a long time to borrow and return books. Especially in peak hours, it is easy to cause congestion. In addition, because the library of higher vocational colleges still adopts the traditional manual registration method, the book information cannot be updated in time, and the teachers and students cannot accurately understand the borrowing state of the books.

2.2 Backward technical equipment

Due to the backwardness of technology and equipment, the library cannot realize the automatic and intelligent book circulation system, which affects the speed of borrowing and returning, the availability of books and the experience of teachers and students. Therefore, updating technology and equipment and introducing new equipment to meet the needs of modernization is one of the important measures to improve the management mode of book circulation service. The function of the old equipment may be relatively simple, but it cannot realize more advanced functions such as automatic borrowing and self-service enquiry, so it must rely on manual operation, which reduces the efficiency of book circulation. At the same time, the old equipment may no longer be maintained or receive technical updates, resulting in the inability to get timely technical support and adapt to the new needs of book circulation services [2]. In addition, the interface of some old devices is not compatible with the standards of modern systems, without effective data interaction and sharing with other devices or systems, which directly affects the quality of service, and also leads to problems such as service expansion.

3 The strategies of improving the management of book circulation service in higher vocational colleges

3.1 Building and implementing a sound personnel management mechanism

In the process of the development of higher vocational college library, a perfect personnel management system should be established, which can effectively avoid the psychological problems such as work fatigue or boredom of the library staff in the open circulation service mode. Through the job rotation system, regular vacation system, management care and support, and performance and spiritual motivation, the librarians can maintain a good working state, and give better play to their ability and intelligence. Through the job rotation system, different work tasks should be reasonably allocated, and the library management service personnel should be rotated to avoid the boredom and fatigue caused by a single work for a long time. At the same time, the establishment of regular vacation system, so that librarians can get full rest and adjustment, maintain a good working condition.

In addition, library leaders should fully understand and care for the negative emotions and work pressure that may occur in management, actively communicate with managers, listen to opinions and suggestions, and provide necessary help and support for managers. At the same time, to create a good working environment and conditions for the librarians, it is need to provide the necessary training and development opportunities. Through effective performance incentive measures, such as combining work quality and efficiency assessment, excellent librarians will be given corresponding rewards and promotion opportunities, so as to stimulate the work enthusiasm and creativity of management personnel. In addition, the work motivation and sense of belonging of the librarians can also be improved through spiritual incentives, such as honoring advanced individuals and organizing staff activities.

3.2 Implementing an open management and service model

In order to fully implement the open management service mode, higher vocational colleges not only need to optimize the library space layout, but also need to strengthen the hardware equipment investment, venue environment and information management improvement, so as to provide more convenient, comfortable and efficient library services. In terms of space layout, in order to provide a bright and comfortable reading environment for teachers and students, the library should adopt an open layout. In order to better meet the needs of students and teachers for the use of books and materials, the library should increase the investment in the hardware facilities, such as book retrieval, reading and borrowing, and adopt new service and circulation methods to continuously optimize the library environment to meet the reading needs of contemporary teachers and students. With the increase in the number of students in higher vocational colleges, the utilization of reading room also increased, therefore, the library needs to strengthen the related auxiliary service equipment update, such as the installation of a complete air circulation system, and the environment of air conditioning, lighting, heating system for a comprehensive upgrade, to provide students with a better reading and learning environment. In addition, the higher vocational college library also needs to build a perfect information management system, so that students and teachers can access to the relevant books and materials at any time and any place by using the Internet. This provides teachers and students with more convenient and efficient ways to retrieve and borrow, saving time and energy. At the same time, librarians can also use the Internet to achieve the remote management of books and materials. With the help of the information management system, librarians can remotely access the database of the library to understand the real-time situation of the collected books, including the inventory quantity, borrowing and returning records, etc. This enables managers to grasp the use of library resources, and reasonably plan the procurement and sorting work.

3.3 Strengthening the management of library stacks

In order to improve the management of the library, we need to strengthen the management of the library. Therefore, it is need to effectively manage the shelves, reduce the errors and chaotic placement of books on the shelves, and ensure that teachers and students can easily find the required book resources. In addition, good management can also provide a quiet and clean borrowing environment for teachers and students, and improve their learning experience. At the same time, in order to better carry out the collection work of the library, to prevent students and teachers in a large number of books in a short period of borrowing, in the return process of the problem, we must strengthen the management of the library. Effective management of the bookshelves can reduce the errors and confusion on the bookshelves and ensure that teachers and students can easily find the book resources they need. In addition, good management can also provide a quiet, clean, comfortable and orderly borrowing environment for teachers and students, and improve the learning experience of teachers and students. For literature and art books and classic literature books, the borrowing rate is relatively high, so the library can use the emission mode of multiple coarse row of books when discharging books [3]. This can not only save the management time, but also can effectively reduce the work intensity of the library staff. In addition, higher vocational colleges can collect volunteers within the school scope to participate in the sorting of the library, which can not only reduce the workload of librarians, but also cultivate students' sense of service and responsibility.

3.4 Implementing personalized services

The library should take teachers and students as the center, implement personalized service and improve the service quality according to the needs and characteristics of teachers and students. In this way, it can better meet people's reading needs, and also improve the utilization rate and influence of the library. By using big data analysis technology, we recommend books, magazines, newspapers and other materials related to the interests of teachers and students to teachers and students, so as to provide better reading experience for teachers and students. We can also provide customized

borrowing services for teachers and students with long-term borrowing, including extending the borrowing cycle and providing exclusive borrowing area services. At the same time, according to the characteristics of different disciplines, the library can set up different consultation service desks, such as humanities and social science consulting service desk, natural science consulting service desk, engineering technology consulting service desk, etc. Each service desk should be equipped with professionals of related disciplines, who can provide professional consulting services, and recommend suitable academic journals, conference papers, academic works and other materials according to the needs and interests of teachers and students. In addition, in order to meet the needs of remote reading and academic communication between teachers and students, the library can also provide digital academic resources, online reading, remote consultation and other services, and improve the efficiency and convenience of teachers and students' use of academic resources through subject theme navigation, intelligent search and other ways. In this way, it can better support the academic research work of teachers and students, and improve the service quality and social influence of the library.

4 Conclusion

To sum up, the book circulation service of higher vocational college libraries needs to start from strategic planning, technical means, personalized service, performance evaluation and other aspects to constantly improve the management level and service quality, so as to provide more convenient and efficient service for teachers and students. Comprehensive use of modern technology means to provide online booking, electronic literature services and other functions, to meet the needs of teachers and students at different times and in different places. Libraries of higher vocational colleges should pay attention to humanized service, provide personalized circulation service and diversified borrowing forms. In addition, higher vocational college libraries should strengthen the strategic planning, grasp the development direction and goal, and clarify the service object and service content. On this basis, combined with the needs of teachers and students, the libraries of higher vocational colleges can formulate their own rules and regulations, to provide teachers and students with more perfect book borrowing, return, appointment and other circulation services.

Conflicts of interest

The author declares no conflicts of interest regarding the publication of this paper.

References

- [1] Zhang MX. 2011. On the circulation service of libraries in higher vocational colleges. *Global Market Information Guide: Theory*, 2:2.
- [2] Cheng L. 2021. Discussion on the innovative management and service of periodical reading room in higher vocational college libraries in the information age. *Leisure*, 7:1.
- [3] Yang RN. 2019. Analysis of book circulation service and management in higher vocational college libraries. *Office Business*, 13:2.