

Analysis on the Construction of the Fine Management System of Library Books

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Abstract: The concept of refined management was first used in the field of enterprise management, and it is more effective than traditional management methods. As far as library management is concerned, the use of sophisticated management methods to implement library information management can greatly reduce management costs and improve management quality and efficiency. Based on this, this article is based on the construction of library management, analyzes the importance of the realization of fine management of library materials, and focuses on how to construct a fine management system of library books and materials, in order to effectively reform the traditional library management mode and promote modern books. The healthy development of the museum.

Keywords: Library; Books and Materials; Refined Management; System Construction

The rapid development of Internet information technology has changed our traditional way of life, study and work. Nowadays, all fields are closely related to digitalization and informatization. Through the new network media, we can obtain the necessary information and knowledge at any time to meet people's needs for individualized information. The emergence of these new things has caused a huge impact on traditional libraries. Obviously, under the background of the information age, the operation and management model of traditional libraries can no longer meet the development needs of the current all-media era. We must actively reverse traditional thinking and build a refined library management system to maximize the satisfaction of readers and users. Demand, to ensure that the library occupies a certain dominant position in the social competition.

1. The importance of fine management of library books and materials

1.1 Effectively improve the management level of the library

We often say that "details determine success or failure". Nowadays, market competition in society is becoming increasingly fierce, and more managers have fully realized the importance of management details, and refined management has become an effective means of competition among peers and an important manifestation of strength. Therefore, refined management is by no means a general discussion, it is an inevitable measure for enterprises to develop better, faster and more mature. Then, the use of refined management in library management can not only improve the science, rationality and standardization of library management, but also strengthen the management function of the library, and provide more efficient and high-quality services to readers in the current era of information dominance. Get a firm foothold and win development in the cruel market competition.

1.2 Effectively meet the application needs of readers

In the network information environment, people have more and more channels to obtain information, and therefore the demand for libraries is constantly increasing. The paper books of traditional libraries can no longer meet the individualized and diversified reading needs of readers. Modern libraries must implement refined management, refine the types and structure of readers, and combine different readers based on the library's

refined management system. The group designs library reading service processes and contents with different needs to effectively attract readers to continue using the library.

1.3 Effectively innovate library cultural construction

The daily library has a large number of management personnel and various tasks are complicated and trivial. Based on the nature of the library, under the traditional library model, the management of the library exposes many problems, such as the management staff working casually and negatively. These are not conducive to the cultural construction of the library. Then, through the refined management of the library, the learning initiative of management personnel, the improvement of work cohesion, and the ability of work innovation are enhanced, prompting them to enhance their sense of responsibility and self-confidence, and establish the concept of serving readers and developing the library. Show their sense of job accomplishment, help them realize the maximum value of their work, and better promote the cultural construction of the library and further improve the library value system.

2. The construction of a refined management system for library books and materials

2.1 Clarify the library management system

The construction of a refined library management system is a new attempt and innovation compared with traditional libraries, and it also poses a higher challenge to library managers. Managers must adapt to the new operating mode of the library, which makes library management rules and regulations even more important. Managers must first clarify their own responsibilities and tasks in library management, so as to clarify the effective construction of a refined management system. In the daily book management process, managers also need to follow relevant management rules and regulations to strictly implement various specific tasks. Based on the fact that the work of library management is relatively monotonous and boring in nature, the necessary reward and punishment mechanism should be added while the library management system is being formulated. Reward and punishment measures should be used to motivate and urge managers to increase work enthusiasm and strengthen their sense of responsibility and enthusiasm. Better improve the quality and efficiency of library management services.

2.2 Optimize library service process

The library is a service place. It mainly provides services for the public to borrow books, documents, and materials. Therefore, in the construction of the library's refined management system, it is necessary to continuously optimize the library's management service process. In the actual development of library management services, managers should be good at using computer information technology to provide online and offline services to readers and users, and help readers quickly obtain library information resources. This requires the library to actively create an offline database in order to effectively solve the needs of readers for reading and learning anytime and anywhere. By building a convenient library, it will provide a greater service role for the construction of a refined management system for books and materials.

2.3 Ensure the comprehensiveness of book information resources

Although the information age is rich and massive, the library information materials still possess its powerful irreplaceability. In order to ensure that the library can better satisfy readers and serve readers, the comprehensiveness of book information resources is very important. Only by constantly enriching and updating information resources can we provide readers with more comprehensive reading services; Moreover, readers of different professions and professions. The demand of the library will also be different. The library must ensure that any reader can obtain the resources they want. This requires the library to invest a large amount of funds for book procurement and realize the electronicization of these book materials and resources. In addition, library managers must double—manage traditional paper books and e—books, so as to better meet the different needs of readers. In the work of library management, managers should make full use of these books and materials to solve problems for more readers.

3. Optimized methods for the management of library books and materials refined system

3.1 Strengthen personalized management services

Based on the large number of readers, each reader has its own special needs. Therefore, if library management services are to be truly popularized, it is necessary to introduce a personalized management service model. For example, some readers need to further study relevant information materials when reading, and to search and consult relevant information resources, which requires managers to provide more in-depth and comprehensive services. The implementation of library personalized services is to meet the reading psychology and reading behavior of different readers, so as to effectively attract readers' attention; On the contrary, due to the increase of readers' needs, the library's books and materials are further improved and managed. Because different reader groups have differences in the use time, demand, and type of books and materials, library managers must work hard in these aspects and formulate corresponding service measures. "Let different readers obtain satisfactory services" is the purpose of library management services, and continuous improvement of personalized services is an important manifestation of the refined management of library books.

3.2 Improve active management services

In order to make the library's refined management system develop better, the extensive application of information technology is of great significance. Under the influence of the traditional library management model, the management and service work of some managers still focuses on passively providing services to readers, which obviously does not meet the essential needs of the library's refined management. In the refined management system, managers should provide more proactive services so that they can carry out targeted service work in accordance with the needs of readers. Therefore, managers should also have a comprehensive understanding of different reading groups, so that they can accurately and effectively locate readers and improve the effectiveness of library publicity.

3.3 Improve the ability of managers

Managers are the basis for the establishment of a refined management system for library books and materials. In the process of implementing refined management in libraries, the quality of its management mainly depends on human factors. Therefore, libraries must cultivate a group of highly qualified and professional book management service personnel. First of all, we must make good use of existing managers, give full play to their subjective initiative in their work, encourage them to establish a correct sense of competition, actively develop their thinking skills, and improve the library's marketization concept; Through regular organization of professional knowledge training helps them to improve their modern and informatized library management capabilities; Secondly, it is necessary to stabilize key professional talents, and by formulating a scientific and reasonable selection system, select potential managers for key cultivation, so as to continuously improve their professionalism professional ability, and then lead other library managers to grow and progress together; Finally, we must actively cultivate future library management talents, attract outstanding recent graduates to engage in library management work, and let them align their personal career development with library construction goals. Consistency, improve their service awareness and work motivation, and promote them to become the main management talents of the library in the future.

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