

Practical Application of the Acquisition and Cataloging Department Work in University Libraries under the Condition of Modern Information Technology

Mei Peng

Guangdong Business and Technology University,526060

Abstract: With the development of modern information technology,the working methods of the acquisition and cataloging department in university libraries have undergone fundamental changes.The scope of acquisition and cataloging work has expanded from traditional paper literature cataloging to electronic literature cataloging,with the emergence of automated cataloging,networked cataloging,shared cataloging,etc.Modern information technology has put forward new requirements for the acquisition and cataloging department of university libraries.Therefore,the staff of the acquisition and cataloging department should adapt to the requirements of the information age,rely on modern information technology,and utilize network platforms and digital resources,so as to promote the diversification and modernization of acquisition and cataloging work.

Keywords: Library;Acquisition and Cataloging Department;Network Information Technology

Introduction

With the rapid development of modern information technology,the working and service methods of the acquisition and cataloging department in libraries have undergone significant changes.In this context,the acquisition and cataloging department of university libraries must continuously learn and research new technologies,innovate work ideas,and improve service methods in order to survive and develop.The emergence of modern information technology can also help the acquisition and cataloging department greatly improve the speed of collecting materials,and accurately grasp key information in the complex information flow.The rapid collection and organization ability can help staff save a lot of energy,and also make the content of the library more eye-catching,so as to improve the quality of content and promote the rapid development of the library industry.

1. Changes in the Work of Acquisition and Cataloging Departments in the Network Environment

The acquisition and cataloging department is an important department in the construction of library literature information resources.Its main job responsibilities include collection,processing,organization,cataloging,and services.Traditional book acquisition and cataloging are done by book acquisition personnel,while cataloging is done by library staff.With the development of computer and network technology,the work of book acquisition and cataloging departments has gradually become automated,and cataloging has also been networked.The staff of the acquisition and cataloging department are no longer single interviewers,but composite talents closely integrated with library staff and computer network technicians.Under such conditions,the acquisition and cataloging department of the library not only needs to scientifically manage the collection,but also conducts surveys and analyses of reader needs.With the development of computer network technology,network cataloging has been widely used due to its convenient and fast advantages,providing good technical support for the staff of the acquisition and cataloging department.

2. Qualities That Acquisition and Cataloging Department Staff Should Possess in the Network Environment

The acquisition and cataloging department of university libraries is the department responsible for the acquisition,cataloging,and

processing of books and literature, and is the center of book information services. The quality of the staff in the acquisition and cataloging department directly affects the overall service level of the library. In the network environment, the staff of the acquisition and cataloging department of university libraries need to adapt to the new requirements of the network environment for acquisition and cataloging work to improve their own quality, and keep up with the times to enhance innovation awareness, so as to continuously improve their business ability and management level, and better serve readers.

Modern information technology has put forward new requirements for library acquisition and cataloging work, and the staff of the acquisition and cataloging department must strengthen their learning and training. They need to change the service method that relied solely on the construction of literature resources to meet readers' needs in the past, and improve readers' satisfaction by actively providing knowledge services and value-added services. This requires the staff of the acquisition and cataloging department to continuously update their knowledge structure, improve their professional quality, and change their ideological concepts. The traditional method of collecting materials is no longer sufficient. How to improve professional competence requires staff to not be complacent and to willingly learn emerging knowledge and technologies. Similar to modern chatgpt, its advanced information collection, integration, and induction capabilities also need to be mastered.

3. Service Content of the Acquisition and Cataloging Department of University Libraries

3.1 Cataloging of paper resources

The acquisition and cataloging department of university libraries plays a core role in the library's services, directly providing readers with book and literature information. The services provided by the acquisition and cataloging department include book procurement, bibliographic interviews, cataloging, and processing. In traditional acquisition and cataloging work, the acquisition and cataloging department of the library mainly classifies and catalogs the collected literature according to the Chinese Book Classification System, which is the traditional processing of bibliographic data; Under the condition of modern information technology, the acquisition and cataloging department can also use computer and network technology to collect and process data, and can also provide document retrieval and reference consulting services. Among them, the collection of bibliographic data mainly refers to the detailed and accurate description of the library's collection of literature information resources during cataloging; Processing includes cataloging, interviewing, and processing of book materials, ultimately forming bibliographic data; Reference services include document retrieval services and reader consultation services. The above tasks are not possessed by traditional acquisition and cataloging work, which is also necessary for readers.

3.2 Electronic resource cataloging

Electronic resources refer to information resources based on computer technology, communication technology, network technology, and multimedia technology, with electronic storage media as the carrier and digital information resources as the content, which are collected and processed through electronic devices. Compared with paper literature, the cataloging of electronic resources has the characteristics of convenient, fast, and accurate retrieval. Catalogers can develop corresponding cataloging rules based on different types of electronic literature and their own business characteristics, in order to improve work efficiency and quality. Cataloging personnel should be proficient in the operation methods of various databases and the operation skills of various format files. The acquisition and cataloging department should establish search directories for various databases for readers to search and use. At present, there are various electronic literature resources in Chinese and foreign languages in university libraries in China. These digital resources have the characteristics of rich content, fast updates, and multiple types, making acquisition and cataloging work complex.

4. Workflow Reengineering of Acquisition and Cataloging Department in the Network Environment

The traditional library acquisition and cataloging work is carried out manually or semi-automatically based on the library's collection structure and the needs of readers. During the acquisition and cataloging process, the acquisition and cataloging personnel first classify and number the books they interview, and then manually catalog them. After the cataloging is completed, the books and periodicals are manually or semi-automatically sent to the library. Due to issues such as poor information exchange and communication among catalogers, and delayed access to book information by readers, the utilization rate of library collections has been affected. In the network environment, the acquisition and cataloging department implements networked management. Interviewers directly input book information into the library network system, and computers automatically classify, catalog, and shelve books, greatly improving work

efficiency. The workflow reengineering of the acquisition and cataloging department in the library under the network environment is based on the network and centered on computers. It integrates the workflow between different positions in the acquisition and cataloging department, ensuring the normal operation of traditional businesses while achieving data sharing and information exchange, in order to improve work efficiency and service quality.

5. Significance of Utilizing Network Platforms for Cataloging

With the development of society, the resources of libraries are also constantly enriched, which requires the staff of the acquisition and cataloging department to fully utilize these resources and continuously learn new knowledge, so as to improve business skills, update concepts, and innovate service methods. With the rapid development of computer technology, network technology, and database technology, library acquisition and cataloging work has shifted from manual operations to network automation operations. The networked cataloging work based on computers and networks is to use computers as operating platforms and networks as media to achieve the description, classification, retrieval, and sharing of bibliographic data in library collections. Network cataloging can achieve the sharing of literature resource information among various libraries, fully leveraging the advantages of each library's collection resources. At the same time, it can also improve the quality and efficiency of book acquisition work, reduce the labor intensity of staff; It can make information transmission and retrieval more convenient, enabling users to obtain the required information in a timely manner; It can make bibliographic data more accurate and standardized; It can achieve mutual sharing and transmission of bibliographic data among various libraries, and expand the quantity and scale of literature information resources in the collection.

6. Conclusions

Under the conditions of modern information technology, the working mode of the acquisition and cataloging department in university libraries has undergone fundamental changes. The traditional acquisition and cataloging department in libraries can no longer meet the needs of modern information technology development, and digital libraries in universities are receiving more and more attention. The acquisition and cataloging work, as a crucial part of its overall business process, cannot be efficiently and stably carried out, leading to the loss of the main source of various collections in university digital libraries like rootless water. Therefore, in order to survive and develop, the acquisition and cataloging department of university libraries must continuously learn new technologies, utilize network platforms and digital resources, and promote the diversification and modernization of acquisition and cataloging work. At the same time, under the conditions of network information technology, acquisition and cataloging work must strictly comply with the various provisions of the "Chinese Book Cataloging Rules" and conscientiously fulfill its responsibilities. It is also necessary to organize literature resources well, ensure the quality of books and materials, and do a good job in the classification, cataloging, collection, and circulation of books and materials. While meeting the needs of readers, more economic and social benefits can also be obtained. The educational quality level of the school has also been further improved as a result.

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