

Management Information System and its Functions in Library

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ABSTRACT: *Management Information system as an integrated system of man and machine for providing the information to the operations, the management, and the decision- making functions in the organization. An MIS deals with information that is systematically and routinely collected in accordance with a well – defined a set of rules. This paper describes the concept of management information system, features of MIS, and main functions of management information systems in the library in a conceptual approach.*

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1. Introduction

A management information system (KIS) provides information for an organization's managers. The idea of MIS predates the computer age. For example, as long ago as the middle 1500s, the Fugger family in Augsburg, Germany, had business interest through-out Europe and even into China and Peru. To keep in touch, they set up a world-wide news reporting service through which their agents wrote letters about critical political and economic events in their areas of responsibility. These letters were collected, interpreted, analyzed, and summarized in Augsburg and answered through instructions sent to the family's agents. This paper-based system encompassing planning, execution, and control helped the family move more rapidly in the mercantile world than their rivals. Instructions went out to the agents; the agents executed their work, and the agents reported their results.

2. The Concept of MIS

The initial concept of MIS was to process data by the organization and present the same in the form of a report at regular interval. The system was largely capable of handling the data from the collection as more impersonal, requiring each individual to pick and choose the processed data and use it for his requirements. This concept was further modified when a distinction was made between data and information. The information is a product of an analysis of data. This concept is similar to raw materials and

the finished product. What is required are information and not a mass of data? However, the data can be analyzed in a number of ways, producing different shades and specifications of the information as a product. It was, therefore, demanded that the system should present information in such a form and format that it creates an impact on its user, provoking a decision, an action or an investigation.

The concept of MIS gives high regard to the individual and his ability to use the information MIS gave information through data analysis. While analyzing the data, it relies on many academic disciplines. These include the theories, principles, and concepts from the management science, management accounting, operation research, organizational Behavior Engineering, Computer Science, Psychology and Human Behavior, making the MIS more effective and useful. These academic disciplines are used in designing the MIS, evolving the decision support tools for modeling and decision – making.

3. Features of MIS

1. It must be capable of handling voluminous data. The data, as well as transactions, must be validated.
2. It must be able to perform operations on the data irrespective of the complexity of the operations. Often time multi-Dimensional analysis is required.
3. An MIS should facilitate quick search and retrieval of information. An MIS must support mass storage of data and information.
4. The information must be communicated to the recipient in time. Moreover, the communicated information must be relevant.

4. Management Information System in Library

Management Information System in Library is required to receive books and magazines Number or Code them, Store and manage them, and produce an index of the document. The Library Management to main kinds of documents – Books and Magazines. Whenever a new document is received, the Librarian writes down all information about it into the register of the document and lists it into the list of the document in the library for readers to lookup if repeat is a New Book, the librarian lists on three fields in a card: Book Name, Book Number, and Author Name. If it is a Magazine, The librarian lists on this field this magazine name, Magazine Number and Magazine Volume. These cards will be stored in the Library and the readers will lookup documents by these cards. There is only one Book Number and only one magazine Number.

Only the staff of the Institute is served by the Library. Each staff member should belong to a department in the Institute and is provided with his / her own number which never considers with a number of other staff. Whenever a reader borrows a document, the librarian writes down this information; reader number, reader name, document number, document name borrowing day and returning deadline into the register of borrowing readers. When a reader returns a document, the librarian looks up for the reader's number, document number in the register of borrowing readers, and deletes. It At the end of each month, each quarter, or each year, the librarians have to make a report of the all-new document in the library, the borrowing and returning status, the list of readers who did not meet the deadline and did not return the document.

5. Major Functions of MIS in Library

- Receiving new documents and store all information about it;
- Establish document numbers and looking up fields;
- Manage readers;
- Library cards/tickets for borrowing and returning;
- Report situation about the documents and readers in the Library;
- Requirements of the new library Management system on computer;

- The form which is used for entering information of documents must be convenient and easy to use. The number of each document (include books and magazines) must be automatically built a base on their information.
- The documents can be looked up in many fields such as; document name, author name (for Books), volume of document (for Magazines), specialty of documents, collection of documents, master Keyword, slave keyword, and so on, The speed of looking up documents must be fast and to use.
- Manage readers of the Library with their departments in such a way that it is a simple task to reports and easy for managing and searching.
- The new library management system on the computer has to make many complicated reports for serving the library management process.
- Readers can look up for documents on their computer which are connected to the library's computer (through LAN) instead of going to the library and searching for them on the library cards.

6. Conclusion

Main functions of management information system are to provide library Staff and Readers with data, information, analysis, and tools that enhance the effectiveness and efficiency of library services and assist in the decision-making process. MIS provides information on alternative strategies and contingency plans. In recent years, data processing for management information systems in business and industry has increasingly been undertaken by computers. In libraries, in contrast, the development of the use of computer has been modular, in the sense that it is based on a single library operation such as acquisitions, serials, control or cataloging. The more general applications of management information lay hidden, as it is often seen only as a departmental resource.

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