

Utilization of Library Services in Academic Libraries through Google as a Tool: An Overview

G. Srikanth¹; Dr. R. K Pavan Kumar²

Research Scholar Library & Information Science Department, Osmania University: Hyderabad, Telangana, India¹; Asst. Professor (LIS) Bharat Ratna Dr.B.R.Ambedkar Memorial Library OU Campus, Osmania University, Hyderabad, Telangana, India²

srikanthreading@gmail.com, rkpavankumar@yahoo.co.in

ABSTRACT

In this digital scenario, internet is the main product for every individual across the world. Even in the pandemic situation, educational institutions and other governing sectors played their role very smoothly by using online tools. Google is one of the best tools in academic sector to provide service to the users in academic Libraries. This paper is an attempt to study that how Google helps in Academic Library services in the process of store, retrieve, managing and disseminating the information for serving the users to satisfy their needs. How Google products will create opportunities to smoothing the Academic Library Services.

KEYWORDS: Google Drive, Smart Library, Google Books, Google sheets, e-Resources, Google Forms, Cloud storage, Google Scholar.

INTRODUCTION

In this Information Technology era, Libraries and Librarians are getting new opportunities to provide smart and effective Library services to the users. Google was introduced in the year 1998. It is providing many tools to enhance the existing Library services like Google Sites, Google Drive, Google Chrome book, Google Forms, Google Docs, Gmail, Google Alerts, Google Classroom, Google Chart, Google Play Books, Google Meet, Messages, News, Google Store, Google Scholar, Google Podcasts, Google Sites, YouTube, Google Voice, Google Wifi, Google Cloud Print, Google Maps, Translate, Google Calendar, Google Duo, Exposure Notifications, etc.

Google Tools for Academic Library Services

Google Sites: In this digital environment, users habituated to make use of online resources. Google is providing “Google Sites” tool for creating our own library website. It is very easy to create, modify or handling the online resources to serve the Library users. As a Librarian, we can provide the Library related Information, useful links,

knowledge related sites etc to disseminate the needed information. Users can get good Library services in academic environment by this Google Site tool.

Google Drive: Google introduced this facility in the year of 2012 and is providing 15 GB cloud storage for its every user. Libraries can make use of Google drive facilities to serve their users. Librarians can store, retrieve and disseminate the e-documents, scanned copies, web-pages, spread sheets, previous question papers, e content, music files (MP3 & MP4), etc. Librarians can share or serve large size files, useful materials and Inter-Library loans with other Libraries, Faculty Members, Research Scholars and Students etc.

Google Book: Google Books, previously known as “Google Book Search”. It was introduced in the year 2004. Google Books are providing more than 10 million free books available for the users. Librarian can search and provide rare titles, desired books required by the user on non availability of Physical Books. Book review option service can help new readers to know the quality, reliability, context of the Book for their reference. Google Book tool is also providing the Books details like Author, Publishers, Edition, Publication year, Book Image, preview pages, few content, etc service for the benefit of readers.

Google Forms: This tool was introduced in the year of 2014 by Google. This service is useful to take Feedback from the users or for conducting the survey from the users or to taking suggestions from the users. We can create questionnaire in different models like one world Answers, multiple choice questions, log answers, etc for taking feedback from the users about Library services or any Library related information services.

Google Docs: Google Docs were introduced in the year 2007. Google Docs facility to create a Document and can give permissions to others to edit or modify or update or share the document. With this service Librarian can create an opportunity to take suggestions from the readers, also allow for writing the feedback or Book review, etc from the users. Google Docs allow to work multiple people at the same time within the same document.

Gmail: Gmail was launched in the year 2004 and it's available for general public since 2007. This is basically an email service providing by Google. It's very easy and fast medium of communication and data transfer. If we have Gmail account, we can make use of many Google product services. As a Librarian, we can serve or share Information communication or Data transfer with the Students, Faculty members, Research Scholars, Higher officials, Vendors, Publishers, etc. It's a safety mode to transfer the needed Information or communicate with the Library users like: send new arrivals list, due dates, Library notices, and Research materials to the users. Google Alerts will provide an email notification or message service whenever there is any notification.

Google Classroom: Google Classroom was introduced in the year 2014. This future will create an opportunity to conduct virtual classroom meetings with group of people. In the pandemic situation like Covid-19 most of Governing sectors especially Education sector was depended on this Google facility. Librarian can create Google classroom for its users to communicate, to create awareness programmes about the library resources, can share videos, can conduct Quizzes or can conduct online competitions or can conduct opinions etc, service with this Google Classroom tool.

Google Meet: Google meet also know as Hangout Meet. It is a video-Communication service, was introduced in the year 2017. We can conduct online meeting for around 300 participants. We can use this Google service through Disk-top, Laptop and also Mobile phones also. Here we attend a meeting with audio, video and also can chat with one to one or one to many participants. In the part of Library service, Librarian can conduct Meetings, Seminars, and Webinars etc using with Google Meet tool.


Google Translate: Google Translate is a multilingual neural machine translation service, was launched in the year 2006. Google Translate service helps to speak, scan, type or draw to translate in over 133 languages. Libraries are providing translation services to its users to convert the text from local language to international language or vice versa.

Google Podcasts: Google Podcasts for Android devices was introduced in the year 2018, web version iOS, Android and Windows was introduced in the year 2020. Podcasts is a facility to share your Voice comments about particular or any general topic and can broadcast the same through this tool. There are different genres of podcasts are available like Society & Culture, Education, Business, Art, Technology, Health & Fitness etc. This service will be useful to broadcast the Book reviews, Authors comments, Library Books updates, promoting Libraries to global etc. Librarians can encourage the readers to follow the podcasts.








Google Maps: It is web mapping platform, real-time location sharing tool. It was introduced in the year 2005. Libraries can share their location for the online users to visit the Library. If there is any Conference, Seminar, Library meeting, Library activities Google Maps will help outside participants to easily reach the Library venue.






Google Scholar: Google Scholar was introduced in the year 2004 and it is a “freely accessible web search engine that indexes the full text or metadata of Scholarly literature across an array of publishing formats and disciplines”. Google Scholar is providing a large number of online academic journals, research papers, e-Books, Theses and Dissertations, Conference papers, Technical Reports, Proceedings, Abstracts, other scholarly materials, etc. Google Scholar tool is very easy and user’s friendly interface. Users can create their profile and can start using this facility. Most of the research Scholars is searching literature on Google scholar tool for review of literature purpose. Users also get good citation for their scholarly work. This tool is very much useful for the students, faculty members and Research scholars.

MISCELLANEOUS

	Google Chat	It is a communication service developed by Google. Initially it’s designed for teams, business environments, etc. It can be useful for Library professional groups, Library users group, etc.
---	-------------	---

Utilization of Library Services in Academic Libraries through Google as a Tool: An Overview

	Google Analytics	It is a Measurement tool to analysis statistics. Library scenario, No of visitors per day or month, Measuring to usage of OPAC, Estimating Library budget etc.
	Google Calendar	It will help Librarian to organize or make remainders about the daily activities, Payment, alerts, remainders, notices to the users, Library events, Important dates, etc.
	Google Alerts	This service sends emails or alerts to users, when there is any updates from concern authorities, Library related information to users, newspaper articles, web pages updates, blogs, etc services by this tool.
	Google Arts & Culture	It allows everyone to explore real-world collections, such as museums, galleries, etc from their digital device. Librarians can give virtual services to the users.
	Google Cloud Print	“This service allowed users to print from any cloud print-aware application on any device in the network cloud to any printer with native support for connecting to cloud print services”. Librarians can provide retro graphic services through this tool.
	Slides	It’s a presentation program for the Google users. It will allow to using Google Docs, Google sheets, Google Drawing, Google sites, etc. Librarians can make use of this facility to create user awareness programmes, Library conferences, etc for content presentation purpose.
	Google One	Google is providing 15GB cloud storage to every user, to expand this cloud storage service, ‘Google One’ is the solution. It’s offering 100 GB cloud storage. As a Librarian, in this digital era, we suppose to provide and encourage digital Library services through cloud computing to every Library user.

	YouTube	Librarian can make use of YouTube for promotional activities. Librarian can make videos about Library activities, web search, promoting reading habits, etc.
	Google Photos	Google Photos is a photo sharing and storage service by Google. This tool can be used for organizing the Library photos, decorating the Library activity Pictures, to decorate the Library webpage, etc.
	Google Play Books	Google Play Books also known as Google eBooks, It's an e-book digital distribution service. Google is offering some of free eBooks and less priced eBooks, most popular eBooks and Rare available eBooks for its users. As a Librarian we have to provide this service to the users.
	Google Keep	Google Keep is a note-taking service included Text, Audio and Pictures. You can make use of this service through Google docs, sheets, slides, Drawings, Forms and sites. Librarian can create, highlight their Important notes, and can share with others.
	Google Input Tools	Google Input Method Editors (IME), is also known as Google input tools. It is virtual keyboard that allows users to type in their local Language text directly in any application. Google is offering 22 Languages like Chinese, Arabic, Greek, Japanese, Marathi, Nepali, Persian, Russian, Sanskrit, Tamil, Telugu, Urdu, etc. This service is allowed to access the other languages also for the user benefit.

CHALLENGES

In this digital era, every Library supposes to provide the digital resources and services to the users. In this present situation many libraries are facing lack of funds, lack of skilled professionals, lack of infrastructure, lack of staff recruitment drive, more number of users and less staff, lack of support from the governing bodies, etc. If we overcome these challenges we will create knowledge society.

CONCLUSION

Google is a well known product and playing a major role in education sector especially during Covid-19 and after situation. Most of people were started using the Google product since long back like Gmail, Google Search, Maps, Books, etc. Google products are creating new opportunities to the Librarians to give better service in this digital era. Librarians and Library professionals suppose to update their knowledge, technical skills, etc. to provide best service to the Students, Teachers, Scholars, Faculty members, etc. Government and Governing bodies suppose to provide such tools to encourage and provide opportunities to create “Virtual Libraries” across the country to provide quality education for every Indian citizen. Very soon India will achieve the United National Sustainable Goals (UNSDG) before 2030. Soon India will become developed country.

REFERENCES

- [1] J. Schmidt, Promoting library services in a Google world. *Library management*, Vol. 28 (6/7), pp.337-346, 2007.
- [2] <https://www.google.co.in/about/products/> on 25th June 2017.
- [3] https://en.wikipedia.org/wiki/List_of_Google_products
- [4] <https://about.google/products/>
- [5] <https://scholar.google.co.in/intl/en/scholar/libraries.html>
- [6] <http://www.ariadne.ac.uk/issue/46/maccoll/>
- [7] https://www.researchgate.net/publication/319472065_Google_Products_for_Enhancing_Library_Services/link/59ada264a6fdcce55a4168dc/download
- [8] Working at Google retrieved from <https://www.google.co.in/about/> on 25th June 2017.
- [9] http://eprints.rclis.org/41001/1/Google%20Era%20Librarianship%20Tools%2C%20Technologies%20and%20Skills-82_Sougata.pdf
- [10] <https://doi.org/10.1108/03074800810873560>
- [11] <https://research-repository.st-andrews.ac.uk/bitstream/handle/10023/1679/MacCollGoogleChallengesAriadne46.htm;jsessionid=9649B05CE88ED394D8832F45921BE92C>
- [12] <https://sciencejournals.stmjournals.in/index.php/JoALS/article/view/1739>
- [13] https://academicworks.cuny.edu/cgi/viewcontent.cgi?article=1081&context=bc_pubs