



To Analyse the Workplace (Work, Student and Environment)

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ABSTRACT

In this research paper, we analyse the college library as a workstation. In this we studied the work, worker and workplace. We analyse the all students faced same problems related to the college library and this is done through questionnaire and observation. Workstation should be designed and maintained according to the worker so they like to come in the library but we analyze the workstation is not according to the worker so they not like to come in the college library because their have not been proper maintenance of things and environment. In this study I observe the library activity upto five day. After the suggestion some improvement are happened as like number of students comes in the library are increased.

Introduction

College library workstation are considered to be an integral part of all the educational institution. Library words comes from the Latin word “ Librarium” which in turn from “Liber” meaning a book. A college library is, therefore the best place for the student to develop their ability and utilize information. library is that place where all materials are provide related to the study. library is a place where many books are kept related to the different department. Library is not a book store. Library contain a variety of materials. They contain newspapers and magazine also. Actually the English word library refers to a collection of books gathered for study, research and recreation.

“library as, any organized collection of printed books and other materials with a staff to provide and facilitate the use of such materials as are required to meet the informational research, educational and recreational needs of users(UNESCO). “A library is a public institution or establishment charged with the care of books, the duty of making them accessible those who require the use of them(S.R Ranganathan). In addition to providing materials, library also provide the services of librarians who are trained and experts at findings, selecting, organizing information and Analyzing very large amounts of information with a variety of resources.A collection of books and other literary material kept for reading, study and consultation.A place, building, room or rooms set apart for the keeping and use of a collection of books, etc.library is an organization of records of human thought. These records are in a physical form, i.e., human thoughts embodied in the collection of useful manuscripts, books, periodicals, audio- visual records, etc. They are arranged, stored and preserved in a physical functional structure for its effective utilization by willing potential users in future.The purpose of establishing a library is to serve as a means where by the records of human thoughts, ideas and expressions are made available to all.Education helps to foster and provide means for self-development of the individual groups at whatever stages of education, narrowing the gap between the individual and recorded knowledge. As an educational centre, the library has to support and promote all types of education (formal, non-formal, adult and life-long) by keeping adequate stock of books and other reading material land making them available to all sections of the community.

Today’ s library is powerhouse where information is stored, generated and transferred to fulfill the users need. For the optimum use of this library its users should also have knowledge to access its resources to their full benefit making every search effective. But still the information searching strategies shows that the user’ s searching behavior as being subject specific and most users pick what they perceive as important word in an assigned topic and they use it to search for the needed information.Library must have a through knowledge of the users needs. Without knowing the information needs of its users it is difficult to provide effective and efficient service to them. It is also impossible to collect the documents without knowing the information needs of its readers. Normally all libraries activities are designed to develop a system based on a string service to be provided to the users up to their at most satisfaction. The information service is provided to meet the needs of users. Information services include personal assistance provided to users in pursuit of information. The character and extent of such services will vary with kind of library or information centers, the type of users. The information services are to be developed not only to meet user needs and to improve present services but also to anticipate users’ needs in the future. The effectiveness of any information service depends upon the satisfaction of the information needs of its users. The efficiency of an information service can be measured only by the degree to which its resources are utilized. library play a key role in society by preparing future generations to use the acquired knowledge to fulfill their responsibilities more effectively. The libraries of these institutions serve a variety of users such as students, faculty, administrators and staff with diverse information needs. These libraries collect a variety of information sources and offer various services for supporting instructional, research and learning activities.The higher education is depended upon the libraries for successfully

implementation . The primary aim of the education is to impart specialized and advanced knowledge to the students and enable them to acquire competence and skill in various fields of human activity. It helps them to develop their sound personality.

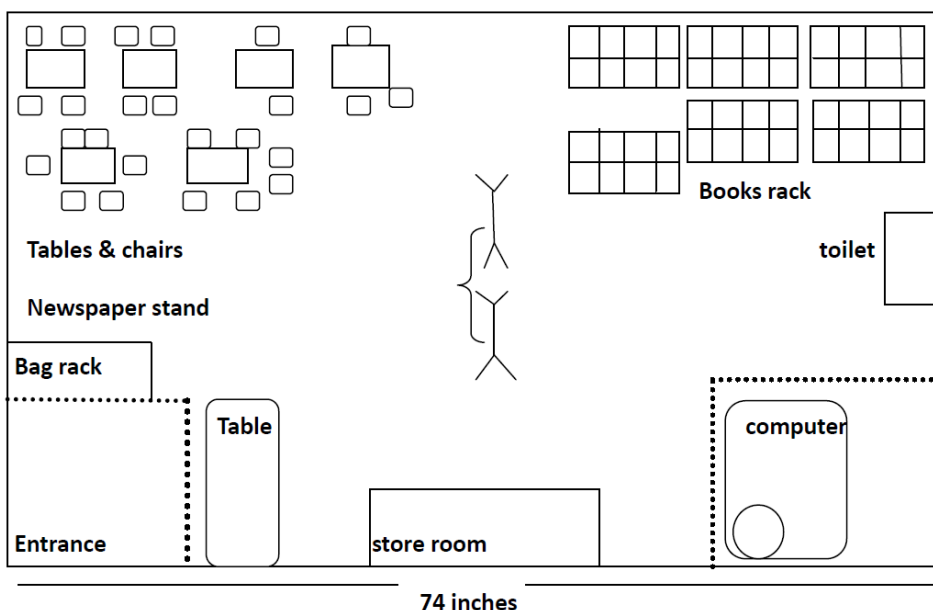
The services provided by college library may be leading service; instruction in the use of the library; Assistance in the location of documents or use of library categories or understanding of reference books etc.; Inter library train, list of additions; Reservation of documents. The aim of library services is to assist the user in the most effective use of resources and services by providing specific, and prompt information.

Objectives:1. To analyse the workplace(work, students and environment).

Methodology:

Existing condition of college library-

I studied about present existing conditions of our college.After inspecting I realized that there’s no clear arrangement about any work. There are very less number of books and the book shelves are in complete disorder. The numbers Of tables and chairs are in very less number. Entry registration is not properly maintained and the ventilation condition is very poor.Even though we have enough number of fans we are not using properly. There is six tables, Twenty five chairs and Nine racks in the College library. Dimension of library 70*74 in inches.



Work done- After the analysis of existing condition of college library we managed things at proper place and in proper condition. Such as we putted the newspaper on newspaper stand bs magazines also and we provided the newspaper in both languages as like English or Hindi. Arranged tables and chair in proper manner in the space available. provided proper cleaning to the library. We did proper maintenance of entry register. Some things are not in our hand so am writing the application to the'Dean' for problem solving related to the college library and students gave signature on this application.

Table:1

Day	work done
Monday	Newspaper arranged
Tuesday	provided cleaning
Wednesday	Arranged tables & chairs
Thursday	books arranged in bookshelf
Friday	maintained entry register

Post analysis-

In this study, I observed upto five days how many students are coming in the library. When I observe the first day, less students are comes in the library for studying and for doing research work then we arranged the things at proper place and proper cleaning after that they come to library for gaining more knowledge by reading the newspaper and others books related to the subject. After the proper arrangement some students satisfied with the condition of college library.Then I observe at the last day of observation number of students increasing.That represent in the table-2. Figure2.represent post analysis of college library.dimension70*74inch.

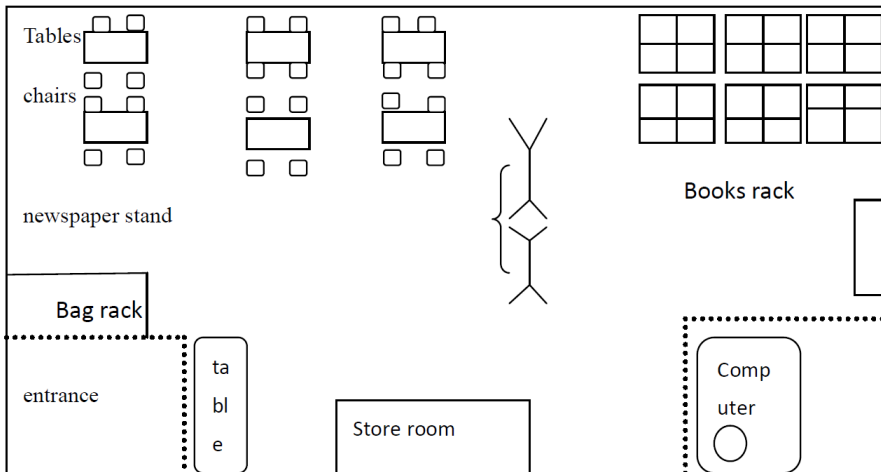


Table:2

Days	No.of students
Monday	8
Tuesday	16
Wednesday	10
Thursday	14
Friday	30

Results :

Study of worker: we study the worker for better production. When we want more production then we change the environment according to the worker that is suitable to the worker. Human affects the environment and machine also. This questionnaire was filled by ten students so they have faced some problems related to the library. In this, students can't find books easily and the distance between two tables is not proper, so they are disturbed by each other. Students do not come to the library every day because there is no proper arrangement in the library, so they don't like to come to the college library. Students are not satisfied with the existing condition of the library. These represent the negative results after arranging things in a proper manner. Students are satisfied with the present condition, but this questionnaire was filled by the student before arranging things in a proper manner.

Questions	yes	No
Did student find books easily		No
Table and chair are ergonomically fit to the students	Yes	
Distance between two tables are proper		No
Are you come to the library everyday		No

Study of work: we study about the work, in this worker specified in our work. So they produce more production. In this study, tables and chairs are suitable for studying to the students and newspaper stand are available. But newspapers are not put on the newspaper stand, all department books are not available but some books are provided of the different departments that is less for gaining knowledge. Bookshelves are not sufficient according to the books, books are more and put on the shelf anywhere. So students have to face problems during finding books so an OPAC system should be provided to the library for finding books easily by the students but there is no OPAC system in the college library. Newspapers provide current knowledge but that is not placed on the newspaper stand. This questionnaire was filled by the students before arranging things in a proper manner.

Questions	yes	No
Did the tables & chairs are suitable for the studying	yes	
Availability of newspaper stand for newspaper	yes	
All department books are available		No
Did shelves are sufficient for the books		No
Opac system provide in the library		No
Newspaper are available on the newspaper stand		No

Study of workplace:

workplace effects the work and worker also. So we design the workplace accordingly suited to the work and worker .when we are doing any work so we want good environment because that affect the work and students . When at the workplace their is no proper lighting so that creates the eyesight problems and poor cleaning effect our health, no proper space that creates discomfort to the students and no proper ventilation that create humus and it affects the mood of the students. After the analysis of dissatisfaction we provide the hygienic environment to the students for studying.

Questions	Yes	No
Proper cleaning		No
proper lighting		No
Proper space		No
Proper ventilation		No

Findings:

1. According to the worker's books are not easily found.
2. All facilities are not provided to the students.
3. There are no proper maintenance in the library so students are not liking to come for studying in the library.
4. All students wants changes in the library.

Suggestions

- I told them that they should complain about all the problems related to the library.
- I told them that they can write an application to the Dean related to the problem facing by all the students to the library and all the students should sign on that application.

Conclusion

In this the study about college library as a workstation that use for studies and gaining more knowledge. We analyse the work, worker and workstation and existing condition of workstation. In this we learn about the work affect the worker and worker affect the work ,workplace affect the work or worker also. They are interact to each other in any work system. In this, we analyse the worker are affected because all things are not according to the worker, workplace are affected by the environment because in the college library their have not good lighting, space and A.C. So that affect the worker.

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