

Effective and efficient Utilization of Library Resource in Education

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Abstract:

In educational institutions, members need to understand the impact of resources on enriching the education system. In order to achieve educational goals and expand the education system, resource usage must be effectively controlled. Key resources to consider are teaching and learning resources, human resources, financial resources, and physical resources. Teaching-learning resources are considered teaching-learning materials. Educators should ensure that appropriate teaching and learning resources are used for the grade level of the student. People are individuals. Individuals must continually strive to improve their skills and abilities. Funds are funds. Material resources are a factor in the environmental conditions of an educational institution. This includes playgrounds, library facilities, laboratory facilities, technology and infrastructure. The main areas considered in this study are resource types that affect education, management of physical resources, expansion of information technology (IT) facility capabilities, and constraints on resource use.

Keywords: library, Education, Resources, Utilization

1. Introduction

Library resource utilization is an integral part of the management of educational institutions from kindergarten to university. Library resources are viewed as essential contributions to the improvement of the education system. The education system is determined by the provision of library resources, their maximum use and management. Advances in science and technology enable school authorities and educators to use the latest innovative technologies and methods to expand the way teaching and learning are done. There is a direct correlation between the quality of school facilities, teaching and learning materials, teaching and learning methods, teaching strategies and teaching staff. When research is conducted on the impact of resource use in education, the main aspects considered are the use of educational materials, the use of library resources, environmental conditions, the provision of infrastructure and other facilities, machinery and equipment, policies and strategies and programmes and procedures (Mugure, 2012).

The availability and use of library resources within an organization are critical to achieving goals and objectives. The work performance of members of an educational institution and the learning outcomes of students are affected by the appropriate use of school library resources. Investment in educational resources is the most important aspect to ensure that an institution fosters cooperation and integration among students and creates a comfortable and friendly school environment. The material, human, and financial resources invested in an educational institution affect not only the education system, but also aspects of teacher and student motivation and educational outcomes. In some educational institutions resource availability is not very high. Therefore, they are experiencing obstacles in improving their education system and achieving their goals and objectives due to lack of resources.

2. Types of library resources that affect education

The main resources that influence the education system fall into her three categories:

1. Teaching-Learning Resources:

Teaching and learning resources primarily used by educational institutions include textbooks, articles, reports, documents, projects, handouts, other reading materials, guides, reference books, models, excursions, site visits, diagrams, structures, blueprints, Calculators, computers, projectors, mobile phones, the Internet. They are important resources used by both teachers and students to achieve desired academic performance. When students have access to these resources, they can independently perform tasks and activities.

Professional documents used for teaching and learning include work plans, lesson plans, student progress records, class notebooks, and class books. These documents ensure proper planning and preparation, curriculum implementation, follow-up, and proper use of available resources for the benefit of learners. In-service training is necessary to keep teachers up to date with the changes taking place across the education system. The most significant changes relate to new policies, procedures, programs and strategies. Educators are responsible for the effective use of teaching and learning resources.

When it comes to teaching and learning resources, it is important to use the latest innovative technologies and methods. Teachers use different types of technology and the latest scientific and innovative methods in the educational environment of all levels of educational institutions. A common innovation method is the use of technology and the Internet. Both educators and students are now using the Internet to raise awareness related to various issues and concepts.

2. Human Resources:

Human Resources are the people who make up the workforce within an organization. Human resources are made up of people and their knowledge, skills and abilities. Another

important aspect of human resources is an individual's ability to perform tasks and activities. When educators or staffs are employed in educational institutions, it is very important that they acquire professionalism in technical, mechanical, administrative, social and other tasks. They should be kept up to date with the latest scientific and innovative methods used in the educational system. Human resources are required to fulfil their roles and functions in accordance with changes in the educational system. In addition to academic background, skills, and abilities, human resources with moral and ethical qualities are essential. You must practice effective communication skills, honesty, honesty and integrity. Individuals in the workplace usually have to experience challenges and problems in performing their duties. It is important to stay calm and deal effectively with problems and challenges. A teacher's primary role is to impart knowledge to students, contribute to their advancement, and participate in community service. The availability and utilization of human resources is considered a key success factor in the education system. It is said that the attitudes and behavior of human resources are influenced by working environment conditions. When the appropriate infrastructure, facilities, materials and equipment are available within the work environment, individuals are able to perform their duties in an appropriate manner. Although the number of work tasks usually causes stress in the workplace, implementing measures and using effective time management skills can help individuals reduce stress in the workplace. We believe that maintaining a comfortable and friendly work environment, as well as favourable conditions and relationships with others, is essential to enable our employees to participate effectively in the achievement of their personal and professional goals. It is considered

3. Financial Resources:

Financial resources are considered to be of paramount importance for the effective implementation of tasks and activities. Educational institutions with adequate financial resources can improve teaching and learning methods, infrastructure, facilities, public facilities, teaching materials, equipment and general environmental conditions. Research shows that well-equipped classrooms keep students focused on learning and committed to their academic goals. Appropriate furnishings for the weather conditions, heating and cooling facilities, clean drinking water and toilets should be available to facilitate learning. Sufficient financial resources must be available to be able to provide all these facilities

In addition to academic learning, educational institutions need to transfer knowledge and skills to students in the form of extracurricular and creative activities. These include sports, physical activity, artwork, crafts, songs, music, dance, yoga, meditation, and more. The participation of students and teachers in these activities promotes their development. If they are interested in a particular extracurricular activity, they may even pursue it professionally. Therefore, educational institutions need financial means to introduce courses related to these activities. . You need to hire instructors with sufficient qualifications and skills to perform their duties in an appropriate manner. If you hire staff, the funds will also be used for advertising placements and other procedures.

When individuals seek employment opportunities, their primary goal is to generate income to maintain living conditions. When individuals are satisfied with their pay and benefits, they feel motivated to fulfil their job responsibilities and implement methods and strategies for retaining their jobs. You may lose interest in your work. Usually, highly educated and qualified people quit and look for other high paying jobs. It is therefore imperative for organizations and educational institutions to ensure that payments are compatible with the performance of their professional duties. To do this, you need sufficient financial resources. Funding is therefore critical to bring about change in the individual and collective education system.

3. Limitations in Resource Utilization

Many limitations encountered when using resources Individuals employed by an educational institution. Various limits are stipulated as follows:

A) **Inappropriate Teaching-Learning Materials:** The various types of teaching materials used by teachers may be of poor quality or unavailable. When using appropriate materials/learning materials to teach a particular subject, it is necessary to ensure that the materials are in good condition. In educational institutions, technology and computers are not available in every classroom. Teachers usually use the blackboard to communicate their lessons. Whiteboards are used in higher education institutions, especially in university departments. Therefore, it is important to ensure that crayons and markers are readily available and that the materials are of high quality.

B) **Lack of Knowledge:** As already mentioned educators and other members of educational institutions must be well-informed and informed. Research shows that sometimes educators themselves don't have enough knowledge, especially when it comes to topics. Therefore, if it is not informative in terms of subject areas, students will experience obstacles in facilitating their learning and properly performing their professional duties. Due to the lack of internet, books and other resources, educators are often unable to develop a full understanding of issues and resource usage.

C) **Lack of Financial Resources:** Financial resources are considered to be of utmost importance in the performance of any task or function. With sufficient financial resources, educational institutions can adequately meet their needs and requirements. Lack of funds, on the other hand, is an obstacle to meeting needs and achieving desired goals and objectives. Authorities must ensure that members of educational institutions do not experience problems or challenges in fulfilling their professional duties and achieving their academic goals.

D) **Lack of Preparedness of Teachers:** The unwillingness of human development teachers to teach competently and learn effectively is seen as a major impediment to utilizing resources to achieve educational goals. Teachers should have key information that is primarily related to the subject matter and concepts. In addition to scientific subjects, they must know the strategies necessary to properly practice them within the framework of teaching and learning methods. Additionally, they must be aware of the proper use of resources and act as guides and mentors for their students. If teachers are not aware of these aspects, they are not prepared to perform their professional duties in a well-organized manner.

E) **Lack of Equal Rights and Opportunities:** Providing equal rights and opportunities to all students and other members is fundamental. Do not discriminate against others on the basis of caste, creed, race, religion, gender, age, ethnicity, or socioeconomic background. Resources are used for operations and job satisfaction is achieved when individuals are given equal rights and opportunities. Students are more motivated to study if they are provided with the same rights and opportunities. Equal rights and lack of equality of opportunity are seen as restrictions on the use of resources.

F) **Problems in Organizing Workshops and Training Programs** – Due to limited resources, individuals find it difficult to organize seminars and training programs. The main objective of organizing seminars and training programs is to raise the awareness of individuals about modern, scientific and innovative methods and approaches. When people attend these seminars, they can generate the necessary information and awareness. Financial resources are considered the most important for organizing seminars and training programs. When financial resources are insufficient, obstacles may arise when organizing seminars and training programs.

G) **Problems in Organizing Extra-curricular and Creative Activities:** The introduction of extracurricular and creative activities is considered essential in the education system. It is essential to encourage students to participate in these activities. When students participate in these activities, they foster thinking and develop an interest and enthusiasm for studying and attending educational institutions. To organize extracurricular activities, such as singing, dancing, sports, physical activity, crafts, artwork, role-playing, yoga, meditation, taekwondo, etc., resources are required. . Therefore, due to limited resources, problems and challenges arise in organizing extracurricular and creative activities.

H) **Problems in Providing Machinery and Equipment** – To strengthen the education system, it is necessary to provide machinery, equipment, technology and other essential materials. Due to limited resources, it is difficult for educational institutions to provide equipment. For example, in offices, administrative staffs use computers and other technologies, such as printers, scanners, mobile technology, etc. to perform its duties properly. When having problems with equipment and machinery, they will certainly have difficulties in the process of performing their tasks.

F) Occurrence of Conflicts and Disagreements: Conflicts and disagreements between individuals may arise in the work environment. When these take on a larger form, individuals certainly face limitations in using resources and accomplishing tasks. Therefore, it is imperative that individuals practice dispute resolution methods peacefully. You cannot work in isolation. It is important for individuals to integrate with each other and work collaboratively to achieve their professional goals. Conflicts and disagreements should not escalate in the work environment, especially in educational institutions.

4. Conclusion

Resources are viewed as an integral part of educational institutions as well as other organizations. The main types of resources that affect education systems are teaching and learning resources, human resources, and financial resources. In order to expand the possibilities of information technology, individuals need to be more aware of their strategies and approaches. These include proper knowledge possession, rational decision-making, organization of training and development programs, infrastructure, hardware and software, development and renewal, recruitment, expenditure management, allocation of material resources, and human resource management. It's an assignment. When these strategies are efficiently implemented, an individual can leverage her IT resources in implementing various tasks and functions in her institution. Various limitations occur in the process of using resources. These include inadequate teaching-learning materials, lack of knowledge, lack of financial resources, lack of motivation of teachers, lack of equal rights and opportunities, problems in introducing modern and innovative methods, lack of workshops and training programmes. It's an organizing problem, an organizational problem Obstacles to extracurricular and creative activities,

problems with the provision of machinery and equipment, conflicts and disagreements. It is important that all members of the educational institution have sufficient knowledge and skills to overcome their limitations. Overcoming limitations allows individuals to use resources to advance institutional progress.

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