



Google Drive: A Boon for Rural College Libraries with special reference to Jawahar ASC college Library, Anadur

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Abstract:

New Developments in Information Technology led significant changes to every field. Google drive is such a tool developed for collection, storage, origination, retrieval and distribution of information. This paper focuses on basic concept to Google Drive, its structural functionality, various applications to college libraries. It also try to solve the practical problems faced by librarians in day today works. This study is completely based on a practical approach followed in Jawahar ASC College Library and it is in initial stage.

Introduction:

In today's information age we witnessed that impact of information technology has been seen on every walk of life. There are many schools and colleges are established in rural area during the current scenario. Today's rural college libraries are also offering many of the IT based services to its user. Almost all the college libraries are automated its day today library functions by using integrated library management software.

Now-a-days college libraries are transformed into knowledge resource centers; they are developing their own content management system according to the needs of its user. They should maintain various databases such as publisher database, vendor database, user database, bibliographic database, question paper bank, syllabus, newspaper clippings database, departmental reports etc. And thus the college libraries felt a serious need to bring all these databases should be maintained under one roof.

Objectives:

Rural College libraries are having shrinking budgets, their institute doesn't allow to purchasing huge amount on technological asset for library. The librarian of such rural library can fulfill the needs of its user up to an extent through Google Drive. Some of the core objectives of this paper are given below.

1. The Rural college librarian should understand features of Google Drive.
2. The Librarian came to know how to implement application of Google drive to libraries.
3. Librarians should promote their library through Google drive.
4. Building Institution Repository is possible through Google Drive.

Google Drive:

Google Drive is a file storage and synchronization service developed by Google. Launched on April 24, 2012, Google drive allows users to store files on their servers, synchronize files across devices, and share files. It contains Google docs, Google Sheets, and Google slides which part of an office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more. Files created and edited through the office suite are saved in Google Drive. One can use this service simply with an Internet connection and by creating a Gmail account.¹

Google Drive Features:



Principal

Although the features of Google drive are infinite but some of the basics features discussed below which are differentiate Google drive from other drives.

15 GB Space:

Google offers 15 GB of space absolutely free of cost on Google drive. The user should have a Gmail account with this account user can log-in to Google drive thus, the 15 GB space is shared between Google Drive, Gmail & Google Photos.

Any File format:

On Google any file format could be stored such as word, excel, power point, pdf, jpg, audio, video etc.

File sharing:

Sharing of different type of files is possible on Google drive. You can share your files with anyone from online, editing of file is also possible form others. Online collaboration easily possible through Google drive.

Safe and Secure:

Files are safer and secure on Google drive than your local machine no matter if your smart phone, Laptop or computer not performed and windows get corrupted. It is a better option to save your files.

Components of Google Drive:

Google drive consists of many applications such as Google Docs, Google Sheets, Google Slides, Google forms, Google drawings etc. some of them are discussed below.

Google Docs:

Google Docs are similar to any word processor but in addition we are able to work online anywhere anytime. We can share the document with any one and voice typing is also a valuable feature of it.

Google Sheets:

Google sheet is a spread sheet program offered by Google under Google drive it is compatible with Microsoft Sheets. It allows users to create and edit files online while collaborating with other users in real-time.

Google Slides:

Google Slides is a presentation program offered by Google under Google drive it is compatible with Microsoft Power Point file format. It allows users to create and edit files online while collaborating with other users in real-time.

Google Forms:

Google form is a survey tools offered by Google under Google drive. It allows collecting information from users via a personalized survey or quiz. The information is then collected and automatically connected to a spreadsheet. The spreadsheet is populated with the survey and quiz responses.

Google Drive Application to Library:

Google Drive is one of the best examples of cloud computing by using this application one can fulfill the needs of the library users. Following are some of the application of Google drive in libraries.

1. Database Creation :

Google drive allows you to maintain all kind of database files such as word (doc); excel(xls), Power Point Presentation (ppt); picture file (jpg); PDF; etc. beside this it also provides its own programmes i.e. Google Doc; Google Sheets; Google Slides etc. with the help of this libraries can create their databases such as publisher database; book database; vendor database; user database and so on.



2. **Database Organization :**

As Google drive support to develop various types of databases it also allows users to organize the same accordingly. The structure of Google drive is folder based one can create n number of folders to store their database files which further useful in retrieve data.

3. **Database Distribution:**

Google Drive service is a cloud based service so; we have to create an email account to use this facility once you created your email account one can avail all services from the same by signing in the account. All your created database can be easily distributed among all library users according to their need.

4. **Working As Back end for Mirror Website development:**

Now-a-days website service provides such as Weebly; WIX.com; Squirespace; Wordpress etc. supports to build your own website without knowledge of website development or html coding. But for this website we have to create some web links to design our website and for this Google drive allows to work as a back end for website development.

5. **Information Collection:**

Google forms is one of the product of Google drive with the help of this form library can easily collect any type of information from its users such as library feedback; library requirements; etc.

Google Drive Application in Jawahar ASC College Library Anadur:

Jawahar ASC College Library utilized Google drive in various ways some of them are narrated below.

1. **Library CMS Tool:**

Jawahar ASC College Library Andur use Google drive as a Library Content Management System. It maintains various databases i.e. subject wise book database; Curriculum database (subject wise syllabus); question paper bank database; newspaper clipping database; library annual reports database; teaching faculty publication database; etc.

2. **Library website :**

This college library developed its own website with the help of WIX.com and all website content databases are used from Google drive. Links are established from website to Google drive. This website is working as a mirror for the drive and the drive works as back end for website.

<https://jawaharcollege.wixsite.com/library>

3. **E content Development Tool:**

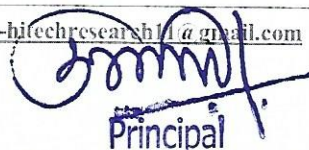
Library plays a vital role in development of E content and its distribution among users. The teaching facilities created various e contents according to their curriculum and libraries collects and organize this e content with the help of Google drive.

Conclusion:

Google drive is a very useful tool for rural college libraries. It is a cloud based technology which allows users to organize its content from anywhere and anytime. Libraries also used this content Management tool. It can be used for taking user's feedback, conducting library user surveys, etc. Thus this cloud based service can help in capacity building of college library.

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Principal

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