Research on the Role of Computer in the Management of Books and Reference Materials

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Abstract. With the development of network, computer has been applied to all walks of life, such as library management. Through the computer, the library can automatically manage all kinds of books and documents, which can constantly innovate the management system. By promoting the innovation of library management, we can improve the quality and efficiency of library management, which will realize the informatization and modernization of library management. Through modern management, the library can meet the reading needs of the public, which will better meet the public service. With the advent of the era of big data, the traditional book management is no longer suitable for modern library management, and network resources have become the main direction. Therefore, we must comply with the development of the times in order to better inherit knowledge. Therefore, the computer has an important role in the management of books and materials, such as changing the management concept, breaking the traditional reading habits, improving the efficiency of library management. First of all, this paper analyzes the necessity of library information management. Then, this paper analyzes the function of computer information. Finally, some suggestions are put forward.

Keywords: Computer Technology, Library Management, Value

1. Introduction
With the development of computer technology, great changes have taken place in social industries, which makes information and management technology more diversified [1]. Therefore, all walks of life must improve their management ability, which will better promote the rapid progress of knowledge economy. Library is an important place to spread knowledge, which is an important way for people to know and pay attention to the world [2, 4]. Therefore, the library must enhance the information ability, which requires continuous innovation of the library management mechanism. Through the realization of information and modernization of library management, we can directly improve the reading and experience of library management quality. By catering to the needs of readers, information management of books and materials will be more convenient to meet the diversified reading needs of readers, which can more comprehensively expand books and network information materials [5, 6]. Therefore, we must reform the traditional book management interview, which will more adapt to and meet the development needs of modern society and the reading needs of
the public. Through the information management of books and materials, we can improve the economic and social benefits of the library [7].

2. The necessity of Library Information Management

Information management of books and reference materials is a process of information digital management based on computer, which promotes the process of information storage, retrieval, management and carrier optimization. Therefore, we must use the computer to strengthen the information management of books and materials, which has a very important necessity, as shown in Figure 1.

![Figure 1. The necessity of library information management.](image)

2.1. Realize the sharing of book information resources

Information management of books and materials is an inevitable requirement for resource sharing. The biggest characteristic of informatization is resource sharing, which can fully tap the potential of resources. Through resource sharing, we can promote economic and social development. Resources are limited. Therefore, we must strengthen the ability to use and tap resources, which can help the country develop rapidly. Therefore, computer information technology has become the commanding height of economic and social development in the world. Books and materials are an important information resource. Economic and social development cannot do without information resources. Therefore, China must achieve sustained and healthy economic and social development, which can speed up the pace of information management of books and materials. Through the information management of books and materials, the library can realize the high sharing of library information resources as soon as possible.

2.2. Promoting the development of Library and reference materials

Information management of books and reference materials is an inevitable requirement to promote the development of books and reference materials. Books and materials are important information resources for economic and social development. Therefore, books and materials play a fundamental role in socialist modernization. The information management of books and materials is an important guarantee to realize the sharing of information resources of books and materials, which is the foundation of laying a foundation for the cause of books and reference materials. In the face of the deepening of information technology, China's economy and society continue to develop, which has caused changes in the external conditions and internal needs of the development of the library and information industry. Therefore, the management of books and reference materials must adapt to the
information technology, which can guarantee the coordination of the library and reference industry with the overall development of economy and society.

2.3. Improve the efficiency of library management

It is necessary to improve the efficiency of library information management. The management of books and materials is independent of each other, which leads to the information closure between libraries. We must realize the interaction and sharing of library information, which can not improve the specificity of information retrieval. Compared with the modern management mode, the traditional library management mode reduces the utilization efficiency of library information, which will lead to the distortion of decision-making information. Therefore, we must strengthen the information construction of library management, which needs to realize the integration of library information resources. Through computer information, we can realize the integration of subsystems, business processes and human resources of various library management departments, which will ensure the smooth flow of library information. Through computer information, we can improve work efficiency, which will gradually enhance competitiveness. The traditional management of books and materials is mainly through the workers' books and materials entities for fine collection, sorting, storage and utilization, which can cause a waste of human, material and financial resources. We must realize the information management of books and reference materials, which will realize the relative concentration of technical, human, material and financial resources.

3. The function of library information management information system

The informatization of library management is a process of periodical and book management, which promotes information storage, retrieval, management and carrier optimization. Therefore, this paper analyzes the functions of the library management information system, as shown in Figure 2.

![Figure 2](image_url)

Figure 2. The function of library information management information system.
4. Information management measures of books and materials

4.1. Strengthen the consciousness of management informatization
Information management of books and materials is an important part of information construction. Therefore, managers should adapt to the trend of information construction of books and materials. By changing the management consciousness of librarians, the library can comprehensively promote the modernization of library management. Information consciousness is the basis of information management, which must be put in the height of development strategy. In terms of strategic thinking, we must realize the transformation from entity service subject to virtual service subject, which will integrate the technology content of knowledge and education service. By strengthening the information awareness of librarians, libraries can improve their competitiveness. At the same time, we can enhance the awareness of information management and the ability of information management. By changing the passive status of service, we can change the closed service mode, which will gradually change to the open service mode.

4.2. Accelerate the construction of digital sharing platform
The library should speed up the construction of sharing platform of digital books and materials, which can strengthen the information exchange with social data management. Through information sharing, libraries can improve the cooperation of books and materials resources in China, which will optimize educational resources. By promoting the modernization of library management, we can speed up the construction of network service software and hardware facilities. It will speed up the construction of library information platform, according to the status of library information sharing. Through the information platform, the library can promote the comprehensive ability of library management.

4.3. Strengthen the integration of book resources
The library must strengthen the information construction of library management, which requires the scientific and reasonable integration planning of the staff. According to the internal relevance of various professional knowledge, we can optimize and integrate the information resources of the collection into a complex, such as various databases, e-books and paper books. At the same time, we must collect a wide range of professional knowledge and information, which can provide a characteristic database classified by disciplines. By accelerating the integration of book resources, we can improve the service quality and efficiency of the library.

4.4. Strengthen the professional ability of books and materials information processing
There are many restrictive factors in the information processing ability of books and materials, which is one of the key factors to improve the information processing ability of books and materials. Therefore, the library should do a variety of ways. We need to improve the professional ability of librarians. By strengthening the information construction of library management, we can improve the professional ability of library management personnel, which needs to give full play to the talents of school administrators. Therefore, we need to regularly carry out the assessment of library management personnel, which requires personnel adjustment for different personnel. At the same time, colleges and universities can carry out basic training and lectures, which can improve the professional ability of information processing of books and materials. We need to improve the professional ability of library management personnel, which will transform passive service into active service.

5. Conclusion
It is a dynamic process to construct the computer information system of library management. We need to learn from the international advanced library management experience, so as to innovate the management mode of books and materials. Through computer information, we can walk out of a modern library management mode.
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