

# The Role of Coordination in the Library Office: An Overview

Chen Jingjing

Yangzhou Institute of Industrial Technology Jiangsu Yangzhou 225000, China

**Abstract:** The library office is an integrated and coordinated service department. It undertakes duties such as uploading, coordinating, and so on. It is of great significance to improve the service quality and the development of work in the library. The coordination work is one of the core characteristics of the library office. This paper discusses and brings into perspective the various aspects coordination role of the library office such as types of coordination work, problems associated, and the measures to manage coordination work in library office.

**Keywords:** *library office; coordination role; principle*

**Publication date:** September 2018

**Publication online:** 30<sup>th</sup> September 2018

**Corresponding Author:** Chen Jingjing,  
13665255553@sina.cn

## 0 Introduction

The library office is responsible for the coordination and management of the library's work and plays an important role in the normal functioning of the library. It also plays an essential part in the library's business processing to effectively carry out the library's management and coordination functions. It is essential to strengthen the management of the library office by identifying the impeding factors and take relevant steps to ensure stable and orderly functioning of the library.

## 1 Types and principles of coordination work in library offices

### 1.1 Categories of coordination work in library offices

#### 1.1.1 Coordination of affairs

Coordination of affairs is one of the most important aspects of the library office, which involves coordinating

the daily affairs of various departments in the library. Coordination of affairs often requires adjustment of the office as it leads to a situation where the division of labor is unclear while dealing with a particular function or the different functions leading to contradictions<sup>[1]</sup>. Since office work is an interlocking process while carrying out the library work, it is affected when any one of the links has problems. Therefore, the office must perform on-site investigation of each department and make it viable. These adjustment programs generally ensure smooth operation of the library.

#### 1.1.2 Coordination of planning

In the process of developing the library administrative management work plan, it is necessary to comprehensively consider the short-term and long-term developmental goals and ensure that the development of these goals is consistent with the long-term development of the library. In the process of library function, it is also necessary to prioritize the work. Reasonable arrangements and coordination are to be carried out to ensure the coordination and uniformity of the work of various departments<sup>[2]</sup>. While implementing the plan and development of the work, any department may hope to receive due priority. However, from the perspective of the type of work to be implemented, departments may be inevitably be deemed to be primary or secondary based on prioritization. Therefore, the office needs to consider all aspects of coordination during the implementation process of the plan. Interactions between departments ensure the completion of the library's developmental goals and take into account all aspects. While implementing the plan, it is also necessary to coordinate all the aspects<sup>[3]</sup>. In the development of the library, there will be many influences of subjective and objective factors.

These factors require detailed analysis to ensure good coordination.

## **1.2 Policy coordination**

Office work is closely linked to library policies and regulations. Therefore, any policy and system that is in place need to be comprehensive and targeted. Although the development of work must be principled, it also needs to ensure flexibility and should be in line with national policies<sup>[4]</sup>. Therefore, libraries also need to include the coordination role of the office in the process of policy formulation. For example, establishment of the library's sign-in system affects the interests of personnel as it is related to labor discipline, bonuses, etc., which plays an important role in the library's performance. In the early stage of system development, there will inevitably be many discordant voices or disciplinary violations. During this stage, the office needs to coordinate and promote the advantages of the sign-in system which will improve the librarians' enthusiasm for sign-up and gradual development of the system. Good sign-in habits enable all personnel to arrive in time within the specified time to ensure the smooth functioning of the library work<sup>[5]</sup>.

## **1.3 Principles for the coordination of work in the library office**

The foremost step is to investigate the principles of research. In the process of coordinating various issues, the library office must first understand and analyze the specific problem situation and then conduct investigation and research. At the same time, according to the research process and data collection, the library office should propose corresponding opinions and decisions for coordination. Another important aspect is the general principle. While carrying out the office work, many problems and situations may arise which require coordination. Irrespective of the kind of problem that needs to be addressed or coordinated to achieve the overall goal, the related issues must be coordinated<sup>[6]</sup>. While dealing with problems, from a local point of view, many things fall in line with the requirements. However, while considering the overall goal, certain sacrifices may have to be made to meet local interests. Therefore, in the process of coordinating the corresponding interests, the office must be preferenced from a global perspective. Last but not the least is the policy principles. In the development of coordination work, the library office needs to seek truth from facts, guided by the party's policy and guidelines, which reasonably controls the

scope and intensity of coordination work to prevent deviations in coordination work.

## **2. Problems in the coordination of the library office**

### **2.1 Insufficient work understanding lead to misunderstandings**

When the library office lack the knowledge of work and most of the staff's work in the office involves small chores, some personnel presume that their department work is unimportant, or mainly caters services to other departments, and therefore, do not recognize the importance of coordination role of the office<sup>[7]</sup>. Moreover, in the actual coordination work, many personnel pay too much attention to experience, ignore procedures, and awareness of rules. This misunderstanding will inevitably affect the role of the office. In fact, the library office itself has the role of uploading and releasing and has the responsibility of coordinating with various departments, and the inability to effectively carry out the functions of the office will affect the smooth functioning of the library work.

### **2.2 Lack of talents and unstable team of personnel**

Although the library office performs complex functions, it is often equipped with fewer personnel. Most of the work affairs in the office are focused on the processing of the text and electricity. As much as possible, the library text and electricity processing are not backlogged, no hauling, etc. Library office ensures no items are missed while arranging meetings<sup>[8]</sup>. Assessment of office staff composition reveals that the number of personnel is generally insufficient to the extent that many jobs are not assigned responsibilities, resulting in the inefficient office work.

### **2.3 The system is imperfect and the execution is insufficient**

The current work rules of the library office do not have established standards and processes. In addition, many offices still implement traditional standards and rules. This warrants further improvements in the standards and processes. For example, although China has stopped implementing the "Measures for the Administration of Official Documents of State Administrative Organs" since 2000, yet some of the operations in the processing of documents in libraries follow the old standards.

Therefore, it is essential to strengthen the development of the rules and regulations of the library office<sup>[9]</sup>.

### **3. Corrective measures for the coordinated management of library offices**

#### **3.1 Enhance the understanding of the work of the library office and strengthen foreign exchanges**

The functions of the library office play a very important role in the management of the library as it coordinates both the internal and external work of the library. Hence, the internal and external communication of the library office must be flawless. First of all, from the perspective of book resources, it is possible to develop a document sharing mechanism through which different libraries can use the network to share and exchange resources, and also enrich and improve the library's literature resources. Second, regular academic exchange meetings and symposiums are held to promote communication through organizational issues, visits, etc., through the study of library management experiences and service methods which overcomes their own deficiencies and thus promotes the major libraries. At the same time, good coordination of the office is maintained. In the external exchanges, we propose corresponding coordination methods and implement them in specific work. Through the development of interlibrary exchange activities, we can improve the coordination ability of the library office.

#### **3.2 Establishing a sound office system**

To fulfill the post-responsibility of the library office, it is necessary to clarify the responsibilities of each post and formulate a scientific responsibility system to prevent confusion in duties arising from unclear job descriptions during the work of the office. This affects the effective development of the office work. At the same time, we need to improve the office service system and target responsibilities, enhance the service awareness of office personnel, clarify the work objectives of each position, and provide readers with more comprehensive and sincere service based on the reader's feelings and needs, thereby improving the reader's satisfaction. Finally, improve the evaluation mechanism of the library office, formulate scientific rewards and punishments, encourage the office staff to perform their duties better, stimulate the enthusiasm of the staff, and improve the business level and management quality of the office staff. In the specific

management of the office, it is necessary to effectively implement the tasks in each position before the start of each semester. It is managed by both qualitative and quantitative management methods. The quantitative management is mainly aimed at the official documents of the office and the writing and sorting of various materials, including the reception and transmission of library materials, the preparation of related conferences, and the development of reception work. In qualitative management, it mainly includes the coordination and communication of the library. Office personnel must establish a good working system, including the system of day to day, tracking, and efficiency, ensure the standardization of office work and the correctness of attitude, and promote the smooth development of office work through the continuous improvement and implementation of the office system and norms.

#### **3.3 Using network to improve library management efficiency**

To improve the efficiency of the office, office staff can make suggestions for the library management work and satisfaction level through questionnaires and online surveys and provide effective reference for office management and coordination. At the same time, use network to build an efficient technology platform to provide reasonable technical support for the library's service and coordination<sup>[10]</sup>. In addition, through the feedback analysis of the network, it can be seen that the platform application of Web2.0 technology has the highest favorable rate, so it is necessary to use Web2.0 for innovation in the development of the library office. In the process of building a network technology platform, it is necessary to ensure the power of the system and the simplicity of the page and operation, to provide a better service and work experience for the library, and thereby improve the efficiency of the library office work. Finally, office staff also needs to strengthen their network technology training so that library staff can better grasp the library's operational processes and technical capabilities, prevent operational errors, improve the ability of office business, and improve the library office.

#### **3.4 Strengthen team building and coordinate work**

The work of the library office is an important support and plays an important role in the library management work. Therefore, the work of the library

office is also helps in the effective development of the entire library work. Therefore, office personnel must coordinate with various departments, including the coordination of the leadership department with the subordinate departments and the internal and external work of the library. This ensures effective communication of the library instructions and results in good supervision of various tasks. At the same time, the office's stewardship function will be brought into play. Through the coordination of various departments, the cohesiveness of the library and the tacit understanding of the team will be brought into play, laying a foundation for the smooth development of the library work.

#### 4 Conclusion

The function of the library office is core to the library management work. However, there are still many problems in the development of the library office. In this case, it is necessary to strengthen the function of the library office. The importance of the office, the improvement of the office system, the improvement of network technology, and the strengthening of team building, etc., to achieve coordination of various

departments of the library are essential to promote the smooth functioning of library work.

#### References

- [1] Xiaoyan M. On the role and characteristics of the independent college library office-taking jincheng college of Nanjing university of aeronautics and astronautics as an example. *Educ Teach Forum* 2017;31:19-20.
- [2] Ruijuan L. Discussion on the office of university libraries. *Read Dig* 2017;22:86.
- [3] Fei Z. Discussion on the work of library office. *Caizhi* 2015;11:303.
- [4] Limin W. Management functions and literacy of library office personnel. *Economist* 2017;2:217-8.
- [5] Chunxia C, Zi L, Yao S. Reflections on the work of university library offices - Taking the library of tibet university for nationalities as an example. *Ind Technol Forum* 2016;15:251-2.
- [6] Li D. Sociology discussion on optimizing the decision support function of public library office under the new situation. *Jiangsu Sci Technol Inf* 2015;14:45-7.
- [7] Limin W. Management functions and literacy of library office staff. *Economist* 2017;2:22-48.
- [8] Yunqing Z. Innovative ideas of library archives work management under the network environment. *Dossier* 2015;10:23.
- [9] Wen Z. On the coordination role of library offices. *Newspapers Magazines* 2017;4:2-8.
- [10] Lihong L. The functions and functions of university library offices. *Sci Technol Inform* 2014;32:250.