

## Study on the Management of Literature Reading Room in Private University Libraries

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**Abstract:** Libraries are the centers of books, information and documents in colleges and universities. The value of these resources lies in making the best use of them and bringing them into full play. Library construction, management and the development of various business work. With the rise of private colleges and universities, private university libraries are also facing various problems. This paper analyses the problems existing in private university libraries. Through the analysis from the traditional management and service work, the education work is taken as the focus, and some flexible and exploratory work is carried out on this basis, which can achieve the ultimate goal of managing people, serving and educating people, and comprehensively improve the role of professional reading rooms. The service and management of the library's literature reading room should aim at the change of the current reading mode and the specific reading characteristics of readers, improve the service level and management effect, strengthen self-construction, improve the attraction and ensure the reading interest of readers. And "literariness" runs through the environment and usage management of the entire literature reading room, providing a place for college students to acquire all kinds of literary knowledge and improve their personal cultural accomplishment.

### 1. Introduction

The main body of higher education shows the characteristics of diversification. What we should pay attention to is the private universities established by the merger of secondary professional schools or secondary professional schools and colleges of higher learning [1]. University libraries are comprehensive information centers for knowledge, documentary information, scientific research, academic activities and exchanges, as well as important places for students to study by themselves. It has a strong cultural atmosphere, comfortable and quiet indoor environment [2]. Reasonably solve the contradiction between unlimited growth of books, materials, information and limited reading time of readers. Through effective and scientific guidance, readers can get the maximum amount of information in the shortest time and get the best reading effect [3]. Scientific management is the foundation, and sound work norms are the basis. People do their best and make the best use of them in order to achieve the purpose of common communication and learning [4]. Literary works are readable and have low barriers to win a broad readership. The professional reading room not only needs to maintain the well-established traditional management and service methods, but also needs to keep pace with the times, continuously reform its management and service model, and serve teachers and students on this basis [5].

Every school regards library construction as one of the contents of teaching capital construction, establishes library institutions, equips full-time personnel, determines the venue, allocates special funds to purchase books and newspapers every year, and carries out book borrowing and reading activities, etc. The work has been preliminarily carried out [6]. As an important indicator of the running conditions of private colleges and universities, the construction level of libraries has a direct impact on the running level of colleges and universities. Among all kinds of libraries, the most feasible measure is to set up a reading room for unpublished literary works. At present, the libraries in our country are all supported by the government's financial support and open literature reading rooms under the framework of existing libraries [7]. In the historical development stage, in the process of doing a good job of traditional management and service work, university libraries

also need to think deeply, innovate management concepts, and provide corresponding service work for college students in the new era [8]. The unique advantage database is a database that can fully reflect the characteristics of the university's literature resources, and is the only way for the development and improvement of the library in the future. Reasonable and detailed business practices are prerequisites for ensuring service quality and shortening service time, especially in our circulation [9]. Timely use the campus network and campus radio to introduce readers to the service methods and functions of the literature reading room, and regularly update the promotional content in a timely manner. The irrational structure of the collection, the quality of the management personnel, the content of the service and the lack of innovation in the service technology are different from those of ordinary universities. The colleagues in our library are to explore and innovate, and to go out of their own library management mode. Therefore, this paper has carried out research on the management of the literature reading room of private college libraries [10].

## **2. Measures to Improve the Management and Service of Literature Reading Room**

### **2.1. Implementing the adjustment and enrichment of document resources**

With the development of private colleges and universities, the requirements for libraries are getting higher and higher. The structure, types and carriers of literature resources in libraries have changed greatly. Library literature reading room can provide people with a quiet and comfortable learning environment. Moreover, because the staff activities in the library literature reading room are all related to learning, a good atmosphere for reading and learning has been formed, which enables readers to concentrate on reading and learning. The management system suitable for our library has been formulated, including: computer system security protection management system, reader management system, admission instructions to standardize reader behavior, staff post responsibility rules and so on. The literary reading room makes the works accessible to the readers and returns to the true sense of listening and listening. In the process of service, it is also necessary to pay attention to the management methods and methods. For some readers who violate the library management regulations, it is necessary to patiently educate and avoid rude attitude. At the same time, for the staff of the library literature reading room, it is necessary to have a sense of lifelong learning, improve their professional level and self-cultivation.

### **2.2. Improving the information literacy and service level of library staff**

In private colleges and universities, the quality of their professional reading room staff will directly affect the level of library information management, but also affect the satisfaction of teachers and students themselves. We should implement scientific and standardized management, strive to improve the efficiency of Library operation, realize the democratization and scientificization of decision-making, and earnestly listen to the opinions of all parties in the development planning and important decisions of libraries. We should attach importance to and strengthen the system construction and standardize the management of libraries with scientific and advanced systems. With the continuous expansion of library service functions, librarians should also assume the responsibility of information consulting services. The service of college libraries to students and teachers is all-round, so there is the possibility of information consulting services in every post facing readers. Therefore, for the staff of the library, it is necessary to have the correct values. The library also shoulders the heavy responsibility of talent cultivation. The library literature reading room provides readers with a place for reading and learning. The library catalogue provides a way for readers to learn and access information. At the same time, it is necessary to classify and search the literature information of the deep and comprehensive, and pay attention to the accumulation of the collections of the major disciplines of the key disciplines. For the literature and information products with high value and high grade, it is convenient for the readers to obtain information under the network environment.

With the development of Internet technology and electronic information technology, in the process of building library literature reading room, we should strengthen the network and

information construction of library literature reading room according to the current social development trend and readers' reading and learning needs. Private college libraries should also build a characteristic database based on regional characteristics, school characteristics, and collection characteristics. Through education and training, we can make use of the limited literature resources of our library to guide readers to understand, master and utilize the network information resources so as to meet the readers' needs of obtaining the network literature information to the greatest extent. For the Librarians in the literature reading room, the countermeasures are to combine traditional services with network services, lay equal stress on humanistic quality and scientific and technological quality, actively guide students to study normally, and also actively recommend some books and periodicals. The construction of reading room is closely related to the theme of "literature", so that it can reflect the atmosphere of literature in both appearance and use function, meet the multi-disciplinary needs of library resources construction, and more importantly, provide cultural cultivation for students and readers, and build their spiritual civilization world after intense study.

### **3. Management Innovation of Professional Reading Room in Private University Libraries**

#### **3.1. Extensive and in-depth activities**

The Literature Reading Room is also trying to launch some activities around its own development when it holds the "Reading Service Festival" every year in the library. For example, it holds the "Readers Most Like Literary Works" activity to display the collected works. Rationally arrange the proportions of various types of documents and information carriers in various disciplines, further formulate the development plan of the collection macroscopically, and determine the rules of collection management and the goal of Co-construction and sharing of literature resources. Readers' opinions and suggestions books are placed in the literature reading room, and the common software for readers needs a record book. Readers can put forward some reasonable opinions on the literature reading room. The management personnel of the literature reading room should respond and deal with them on their own initiative. While doing a good job in basic work, we will continue to summarize and explore and try to carry out school-wide activities. For example, for some hot issues, we will formulate the theme, adopt the form of competition between teachers and students, and engage relevant experts and scholars in the school to participate in debates and comments. Actively explore funding channels. Actively strive for the care and support of the provincial government and relevant competent departments and offices, and appropriately subsidize school funding and special funds to continuously improve school conditions. The library should actively strengthen communication and contact with all walks of life and accomplished alumni to strive for diversified support.

#### **3.2. Strengthen communication with readers**

The purpose of evaluating the work of private university libraries is to urge private universities to improve the basic conditions of running schools, standardize the behavior of running schools, and ensure the quality of personnel training in private universities. To strengthen the relationship between libraries and readers, to enhance the understanding and recognition between libraries and readers, and to improve the management level of libraries by putting forward the problems that readers encounter in reading and explaining and improving the management system of libraries themselves. By rationally adjusting the level of book shelves, the top and bottom shelves usually do not put books, because it is not easy to see, will be ignored by readers. In combination with the needs of readers, regular production of the series of literary series features, in addition to introducing the resources of this room, will also extend to a series of related hot topics, which not only opens a window to the readers to the outside world. We can't give a normative and authoritative definition to the teaching library. However, from different definitions, we can find some of the same connotations, that is, the essential characteristics that digital libraries must have. At the same time, the forum is used to allow readers to interact with the library, to engage readers in

the work of the library, to make them more concerned about the library and to stimulate readers' enthusiasm for reading.

Managers should classify old books and newspapers separately, set up special used book areas, sell unwanted books at low prices to the readers who need them, and improve the efficiency of the use of books. The number of books on the shelves should be checked and the books of different classifications should be stored reasonably. Understanding the needs of teaching and scientific research for books and periodicals as a basis for procurement, establish the awareness of quality, and strive to obtain as high as possible with limited purchase funds, with high knowledge value and use value of documents, to form a distinctive scientific and rational collection system. Introduce the indoor resources in detail, and update them periodically according to the changes of resources, so that readers can use the resources conveniently and effectively. Using the advantages of library collections, students who are often in the library are organized to organize, through reading, lectures and other useful activities, to keep the students' visions and to cultivate good reading habits. And implemented in the service, so that the library's service level is raised to a higher level, so that the extensive service gradually shifts to the reference consulting service. Conditional private college libraries should vigorously carry out various services such as fixed-question services, special document preparation services, employment information consultation, etc., broaden the service field, and serve teachers and students in all aspects. Strive to provide a green space for each reader's literary hobby, and everyone in the literary reading room can continue to enrich their own content, to build a diverse and extensive literary learning space for students.

#### **4. Conclusion**

This paper studies the management of literature reading room in private university libraries. Modern management is the core symbol of Library modernization. Modern management is to adopt modern management technology and means. We should take the reader's needs as our duty and grow with them, and influence and help more literary enthusiasts with our own cultural ideas and spirit, develop into a real cultural habitat, and add a bright cultural color to the strong technological atmosphere of the campus. Private university libraries should do a good job in collecting books so that the number of Embassy collections can reach a certain scale. At the same time, we should deal with the relationship between quantity and quality. Private colleges and universities have not had a long history of running schools, so it is impossible to achieve a certain number of books collection at once, which requires a process of accumulation. Strengthening the construction of the library literature reading room, improving the service level and management level of the reading room, and continuously optimizing the service, can provide multi-level and high-efficiency electronic information services for the readers, so that the library management education and service education work can be implemented. It has become a solid backing for teaching and research in universities. Enhancing the connection and communication between the library and the readers has become an important way to improve the social function of the library literature reading room and to promote readers' interest in reading.

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