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Catalogue contents of library: An overview

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Abstract
Catalogue use in library is way to make easy for readers or borrowers at library. A library is a collection of materials, books or media that are accessible for use and not just for display purposes. A library provides physical (hard copies) or digital access (soft copies) materials, and may be a physical location or a virtual space, or both. A library's collection can include printed materials and other physical resources in many formats such as text books, fictions, dictionaries, encyclopaedia, magazines, newspapers aptitudes monthly magazines and also some digital form of sources like DVD, CD and cassette as well as access to information, music or other content held on bibliographic databases. A library, which may vary widely in size, may be organized for use and maintained by a public body such as a government; an institution such as a school or museum; a corporation; or a private individual.

Keywords: Library, books, media, DVD, CD, cassette and bibliography

Introduction
The library plays a critical role in our society it is an important component of any educational institution, which is hub of the teaching and learning activities where students, researchers and teachers can explore the vast resources of information. In the age of information communication technology computers are being used for day- to-day housekeeping activity of the library which saves the tine of the library service smooth and effective. In the age of ICT library scenario has been drastically changed in terms of collection, organization and services. Simultaneously user's demands and attitudes have changed in its kinds. Also the information seeking behaviour of user has dynamically changed. They want relevant authentic information very quickly within a single place at their hand. This concept has posed challenges for library professionals for library professionals for quick delivery of library services and information. This development in library field has brought the ides of library automation. Library automation is inevitable in this age of information and information technologies.

Objectives of contents and catalogue of library
Traditional library content is organized into a few discrete objects for indexing purposes; common examples include books, sections in books, journals, and articles in journals. In addition to providing materials, libraries also provide the services of librarians who are trained and experts at finding, selecting, circulating and organizing information and at interpreting information needs, navigating and analysing very large amounts of information with a variety of resources.

Library buildings often provide quiet areas for studying, as well as common areas for group study and collaboration, and may provide public facilities for access to their electronic resources; for instance: computers and access to the Internet. The library's clientele and therefore the services offered vary depending on its type: users of a public library have different needs from those of a special library, for example. Libraries may also be community hubs, where programs are delivered and people engage in lifelong learning. Modern libraries extend their services beyond the physical walls of a building by providing material accessible by electronic means, including from home via the Internet. The services the library offers are variously described as library services, information services, or the combination "library and information services", although different institutions and sources define such terminology differently. The history of libraries began with the first efforts to organize collections of documents. The first libraries consisted of archives of the earliest form of writing the clay tablets in cuneiform script discovered in Sumer, some dating back to 2600 BC.

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Private or personal libraries made up of written books appeared in classical Greece in the 5th century BC. In the 6th century, at the very close of the Classical period, the great libraries of the Mediterranean world remained those of Constantinople and Alexandria.

Libraries may provide physical or digital access to material, and may be a physical location or a virtual space, or both. A library's collection can include books, periodicals, newspapers, manuscripts, films, maps, prints, documents, microform, CDs, cassettes, videotapes, DVDs, Blu-ray Discs, e-books, audiobooks, databases, table games, video games and other formats. Libraries range widely in size, up to millions of items. Libraries often provide quiet areas for studying, and they also often offer common areas to facilitate group study and collaboration. Libraries often provide public facilities for access to their electronic resources and the Internet. Public and institutional collections and services may be intended for use by people who choose not to or cannot afford to—purchase an extensive collection themselves, who need material no individual can reasonably be expected to have, or who require professional assistance with their research.

Services offered by a library are variously described as library services, information services, or the combination "library and information services", although different institutions and sources define such terminology differently. Organizations or departments are often called by one of these names. Many institutions make a distinction between a circulating or lending library, where materials are expected and intended to be loaned to patrons, institutions, or other libraries, and a reference library where material is not lent out. Travelling libraries, such as the early horseback libraries of eastern Kentucky and bookmobiles, are generally of the lending type. Modern libraries are often a mixture of both, containing a general collection for circulation, and a reference collection which is restricted to the library premises. Also, increasingly, digital collections enable broader access to material that may not circulate in print, and enables libraries to expand their collections even without building a larger facility. Lamba (2019) reinforced this idea by observing that "today's libraries have become increasingly multi-disciplinary, collaborative and networked" and that applying Web 2.0 tools to libraries would "not only connect the users with their community and enhance communication but will also help the librarians to promote their library's activities, services, and products to target both their actual and potential users".

Conclusion

In the modern world readers and scholars are finding way to search inform in very easy ways in which a library's content is displayed or accessed may have the most impact on use. An antiquated or clumsy search system, or staff unwilling or untrained to engage their patrons, will limit a library's usefulness. Libraries should inform their users of what materials are available in their collections and how to access that information. Before the computer age, this was accomplished by the card catalogue—a cabinet (or multiple cabinets) containing many drawers filled with index cards that identified books and other materials. In a large library, the card catalogue often filled a large room.

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