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## An Insight into the School Library

A school library is not only an integral part of a whole system but also a place where the teaching activities are held. No places can show the humanistic culture of an institute as best as a library can do. The Design and Innovation Institute, in general, will be developed into a globally leading design institute that is distinctive, innovative, with good vision and of good vision. Accordingly, the human educational and academic atmosphere is dependable upon the the extent to which a library is built and the quantity of books that are in its possession.

Currently, the changing social lifestyle also causes changes to a library. Innovation plays a crucial role in a library which can sustain in a better way only if it can embrace readers in a totally brand-new way.

A library is not only a place where students are studying hard, but a place where people become relaxing and make friends while reading and studying. Firstly, to establish an area for relaxation and communication in each reading area so that both teachers and students can take delight in study and communication; secondly, to make more efforts on reading via multimedia to create a great audio and video environment; thirdly, to meet a great variety of cultural needs by, for example, setting up such functional spaces as exhibition hall, lecture hall, multi-functional hall, coffee bar as well as book shop to expand the library services so that teachers and students can go to the book shop, and take part in exhibitions, lectures as well as training; lastly, to make rich and convenient first-hand information available to teachers and students by utilizing unique library resources and to put the specialty of the library into full play.

In addition to the innovation on the spaces, in the era of information, a purely physical space can also transform to a space that is both physical and virtual, i.e. a library of digital information and books by utilizing advanced information-based means and tools and based on traditional library. By digitizing various resources in the library will create a digital space where the real library can be extended in both time and space. To category and arrange

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the information in a better way enables users to access needed information on the Internet quickly. Some tool bars can be embedded into the library interface and user's laptop computers, which enable our users to visit the library no matter wherever they are. In addition, the library can also cooperate with some large websites to realize resource sharing. A complete set of library management system can be established to totally streamline the automatic services in the library.

A standardized library is necessary to a truly harmonious campus. A good library is dependable not only upon its infrastructure, the quantity and quality of books and advanced facilities, but also upon its management. The book administration staff plays a key role in whether the library can be well-managed. The future of library is directly contingent upon the qualities of the administrator.

To realize a harmonious library, I can meet the following requirements:

Firstly, to meet reader's needs by putting goods services and readers on top priority; to improve myself and to impress students with good quality, rich knowledge, devotion to work and sincere instructions; to communicate with readers to satisfy their needs.

Secondly, being conscientious and detail-oriented during work; I can put books under standard administration by categorizing and cataloging books, setting up book shelves and utilizing computers to make the book lending, retrieving as well as data query more convenient.

Last, I will strictly follow various rules and regulations in the library and pay attention to standard services to create a harmonious and civilized atmosphere by answering reader's questions patiently.

In the process of information-based society, the library at universities is like an important junction on the highway of information. The library also imposes higher requirement for talents. In the future, a qualified library administrator should not only be sensitive to information but also be proficient at collecting and transferring information, and computer operation. I have an outstanding ability for computer application and can be capable of organizing different

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knowledge and information. I can access information as needed by the readers via the Internet in a quickly way and put a vast amount of scattered information together to produce new information for readers. Meanwhile, in terms of technology, I have hands-on experiences on computer theories, operation, repair as well as software debugging, and are capable of system re-installation, computer partition, maintenance, troubleshooting as well as setting up a network. I firmly believe that I can navigate, coordinate as well as administrate the Internet network so that the computer can become a truly important means in documents administration.

The information is transferred without any check and review on the global Internet. By consistently studying political thinking and theory on a daily basis, I am highly capable of political judgment and information identification. I believe I can bring sensible, civilized and scientific information to all readers.

A great ability for coordination is necessary for reaping any rewards of work for a book administrator. During the work, I can get along with readers in a patient, careful and proper way, can meet their book-lending and special needs to the best extent, and can recommend various books and journals to those whose needs can be best met. At the same time, I can also work well with other team players to create a good working atmosphere.

I will make endeavors to establish an open, research-oriented and digitized library that will rank first of the same class. With good image, our first-rate library will be in good order, set an example of good practices and develop a great team of talents.

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