The Electronic Management of Information and its Role in Reducing the Pressures of Work- Central Library of the University of Anbar as a Model

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Abstract:

The electronic management of information considers one of the necessary logistic potentials required for the achievement of work in the modern libraries for its role in reducing effort and time as well as the pressure of work, therefore; this study aimed at assessing the awareness of the workers in the University of Anbar library with the special requirements of applying this system and the extent of their perception and familiarity with all points related to it. I also discussed the viewpoint of the workers towards the significance of its application and its role in simplifying the ways used in the library and solving the problems in addition to shed light on the most important material and administrative obstacles which confront its application in the library and demonstrated the knowledge of the workers in the library with the basics of applying this system and its great benefits in reducing the pressure of work and has showed that the most important obstacles of its application is the scarcity of the proper planning.

Keywords: Electronic management, Work pressure, University libraries, Importance of using computer**.**

1.INTRODUCTION

The rapid and formidable progress in technology of communication and information has led creating several in all fields of life including the administrative ones through transformation from conventional dealings into electronic dealings to facilitate obtaining information as well as reducing efforts in presenting services. This change has led to a group of rapid developments at various administrative works within providing and spreading world information network the Internet, and appearing terminologies in the field of information technology and electronic management which is a manifestation of new transformations that the most prominent are: electronic learning, electronic government, electronic trading, electronic management and so on, and the last one operates to achieve the best services in endless speed and accuracy and help to achieve the administrative works easily and with perfection, flexibility, much effectiveness and high competence.

These also contribute in solving many problems related to performance of the employees and the period taken to achieve service for the beneficiaries at various interests, and elevating the administrative burdens to avoid routine, and different negative factors that hinder the development of the administrative systems (Jorgenson, 2001). However, the most important steps that aim to reduce these conventional administrative burdens are the direction towards functioning various modern technological techniques which consider necessary to achieve continuous communication among employees, in addition to its effective role in facilitating different administrative procedures and processes, so inserting system of electronic

management and information technology in the libraries is not considered an aim but a means helps the beneficiary and enable him/her to easy get information and service in a typical way and in best conditions, and grants the employees of the libraries the modern technical aids which are suitable for performing their tasks ideally (Al-Mtwali, 2003).

Additionally, the development required in the libraries does not come by just providing them with technological aids and modern apparatuses of multiple roles in exercising library vocation, but it requires reconsideration totally and efficiently in the administrative structures and followed methods, which necessitates existing an effective human element capable of absorbing this change in the style of the management Which considers among the most important resources in any institution that his/her performance is reflected largely on the library strategy and its future projects, as well as achieving its goals and developing it to raise the efficiency of performance, which is the main axis and pillar on which various processes inside the library base on. The university libraries are supported by the sufficient number of suitable people out of employees and assistants to achieve many aims, the most significant is the usage of electronic management, and qualifying them to raise the effectiveness and quality in the library service (Bamfleh, 2002).

1.1. The Concept of the Electronic Management

It means achieving the administrative dealings, and presenting the public services across the Internet or Intranet, without the need to move the customers privately to the managements to achieve their dealings beside what accompanied by wasting time, effort and energies. It is also process of transforming all conventional administrative works and services into electronic works and services to be implemented by high speed of accuracy and competence without the need to use papers. The electronic management works on the private mechanization by managements of work inside the institution, it also works on a system of integrating data and information among different and various managements and using these data and information in directing policy and procedures of the institution work

Towards achieving its goals, and providing necessary flexibility for response to the consequent changes whether internal or external, and the electronic management includes all ingredients of management such as planning, implementation, follow up, assessment and motivation and it is distinguished by its ability to create knowledge continually and functioning it to achieve goals. It is also defined as the ability to use technology of information and modern techniques and communications to carry out the administrative activities electronically through the Internet and work nets of the computers everywhere and every time, which lead to raise the quality of the performance and improving it as well as unifying procedures and increasing the speed of implementation and reducing costs and providing required data and information in order to achieve the aims of the administrative organizations with a less time, effort and cost (Rahman and Hussain, 2011, Jorgenson,2001).

1.1.1. The Characteristics of the Electronic Management

- The collecting data from its original sources , in a unified way, and reducing obstacles of taking decision by providing data and link them.

-Providing technology of information in order to support and constructing responsive institutional confidence for all employees.

-Continuous learning and constructing knowledge as well as providing information for beneficiaries urgently with increasing links and interdependence with workers and supreme management.

-Following up and managing different managements of the institution as it is a central unit.

It is possible to formulate some essential characteristics of the electronic management based on the following:

1.Increasing workmanship: the electronic management as a modern mechanization in the processes of administrative development and organizing change, representing a crucial turning in the shape of the conventional administrative activities and tasks which includes features the most important are: the urgent treatment for the demands, accuracy and clarity in the achievement of the treatments.

2.Reducing costs: if the electronic management needs at the beginning to the perfect financial projects aiming at pushing the process of the transformation, so the adoption of a model of the electronic organization will provide huge financial budgets, where the need in these stages for great numbers of the manpower no longer existing.

3.Simplifying procedures: to meet the needs of the administrative modernization, the majority of the managements worked to insert information to its interests, and worked carefully to use it ideally for what it has of potentials and abilities to meet the requirements of the citizens rapidly and simply, particularly under the variety of the categories the activities of the organizations are targeting.

4.Achieving transparency: the complete transparency inside the electronic organizations is an outcome for existing electronic censorship which ensures the periodical assessment for what all presented of services, as it is known as the bridge that links between the citizen and the civil society organizations from one hand and the authorities responsible of the public service from another hand, since it provides the participation of the society wholly in the vision (Al-Awamlah, 2003; Howeel, 2009) .

1.1.2. The Importance of the Electronic Management

. The new technology contributes largely in reducing committing errors in the achieved works, for what the management is characterized of various tasks at all levels.

. Computerizing administrative processes greatly serve the individuals to communicate with the management much easily, and therefore they help to break the wall between them and the management which reducing time that the administrative file took to be achieved.

. The principle of applying electronic management allows to follow up the individuals' matters and meeting their needs as the Internet permitted to communicate with the management effectively and positively.

. The importance of applying the electronic management is also emerging in the following positive points:

-Simplifying and facilitating the followed procedures in achieving works in the institutions.

-The electronic management provides the property of performing administrative processes to achieve the files administratively.

-Providing the ideal way in archiving information automatically which helps in obtaining confidential and accurate information.

-Reducing burdens of the paper works since it allows for collecting data once for various uses and organizing surplus data.

-Reducing the use of the papers treats the problem of overcoming the process of

maintaining and documenting as well as it helps to enhance the principle of the comprehensive quality which from another hand improves the quality of the given services (Al-Salemi, 2009).

-Facilitating conducting the communication among different departments as well as helps to facilitate conducting communication with other institutions.

-Contributing in achieving distinction and reducing time of completing files.

-Contributing effectively in reducing the volume of the manpower.

-Allowing to achieve wide, rapid, and better communication as well as enabling users to find information and obtaining services in the places of their existence.

. The electronic management also works to achieve the following:

-Reviewing contents instead of reading

-Managing files instead of maintaining them.

-Reviewing the content of the document instead of writing it.

-Electronic mail instead of incoming and outgoing mail.

-The achievements instead of follow up.

-The follow up instead of detecting problems (AL-Adwan, and Almashaqba, 2012; Natty).

1.1.3. Elements of the Electronic Management

1.Management without papers: which consists of the electronic archive, electronic mail, electronic evidences and notepads, voice messages and systems of automatic follow up applications.

2.Management without place: which represents mobile, electronic conferences and working by remote through virtual institutions.

3.Mangement without time: which lasts 24 continuous hours as an idea of night and day and Winter and Summer are ideas no longer have a place in the new world, since we sleep and other peoples get up, thus the continuous work must go ahead for 24 hours till we can communicate them and doing our interests.

4.Management without static regulations: which works through network institutions

and smart institutions which depend on manufacturing of industry.

There are another division of the electronic management elements as follows:

1.The material ingredients (Hardware): which contains all the material ingredients (the touchable parts in the system that used in inserting, treating and ejecting data and information).

2.The Software: which is divided into two categories

. Programmes of the system management: these are operating systems, systems of network management, translating programming languages, programming tools auditing and engineering programs by computer assistance.

. Applications programs: which includes programs of general applications.

3.Communication Networks: which are the electronic links extending across communicational texture for the Internet networks, Intranet and Extranet, as well as LAN networks and WAN networks.

4.DataBases: it must be for each institution to have special database about all external and internal environmental factors, and maintaining and updating this database from where adding all occurring of changes on the environmental factors, in order to provide various levels of management with modern and correct information to be used in taking decisions which lead at the end to achieve the aims of the institution.

5.The human element: the human cadre must be:

1.Qualified through appropriate training courses, and knows about everything new to be able to use modern technology and dealing with it, and exploiting its potentials and abilities for the interest of his/her institution and the environment of his/her work.

2.Stimulating on invention and initiation for ideas and thoughts and accustomed to search for information through what is available.

3.Capable of dealing with customers and communicating with them and answering their inquiries (Rahmani, 2016).

6.The society: it must be for the management and in order to make the process of the transformation based on true basics to care about the society's' controls and constants, therefore; there is no a management can work in separation of the society's values in which it applies its programs and administrative exercises.

7.The regulations and legislations: the regulations and legislations on which the management is based are considered the basic on which the work of this management depends on to achieve its success and to meet its requirements and controlling its administrative exercises, in order to avoid committing unwilling mistakes and controlling them (Al-Hassan:2011).

1.1.4. The Transformation to the Electronic Management :

The transformation to the electronic management is not as a luxurious procedure, but it is a necessity imposed by global transformations since an idea of integration, participation and functioning information have become one of the success's attributes for any institution. The scientific and technical progress and continuous call for raising the quality of the outputs and ensuring the safety of the processes are all that called for administrative development towards the electronic management. The factor of time also represents one of the competitive states among institution, as it is no longer acceptable now to carry out the processes in intention of achieving improvement and quality for that the available opportunities in front of the institutions have become linked with the element of time (Hamid,2015).

1.1.5. The Goals and Gains of the Transformation to the Electronic Management:

 they could be briefed as follows:

. Managing and following up the managements of the institutions as they are a central unit.

. Focusing the point of taking a decision in the points of its own work with giving more support for monitoring it.

. Collecting data in its original sources in a unified way.

. Reducing the sides of expenditure in following up the different processes of the management.

. Employing technology of information to support and construct a positive institutional culture for all employees.

. Providing data and information for the beneficiaries urgently.

. Continuous learning and constructing knowledge.

. Increasing interdependence among employees and supreme management and following up all resources (Haines and Lafleur, 2008).

2.1. The University Libraries

The university libraries are considered among the important institutions that contribute in establishing the community of information all over the world for the role these libraries play in collecting, treating and storing information and harness the most appropriate ways and the most modernized technology in recovery to meet the increasing request for it in an environment distinguished by information explosion and the speed and accuracy required by the work in the sector of information, which may highlight the importance of the university library in the educational process and make it an axial element in activating and succeeding higher education.

The university libraries are defined by many specialists in the field of the libraries in different definitions due to the perspective of each specialist, but in total all these definitions serve the purpose. The university library in its simple definition: "is a library attached to the university or higher institute, its major function is presenting library materials for purposes of

researching and studying as well as providing knowledge in a great number of different subjects, which receives its patrons from various basic specializations in human, social, applied, researching and historical sciences because it can't put an end deciding the volume of its subjects (A'memore, 2012).

2.1.1. The Work Pressures in the Libraries

The Librarian is considered the basic of success for any library through the work he performs and the amount of the effort he exerts which necessitated intention and follow up the level of his performance and what suffered from of the pressures in the library which has become a general phenomenon that can't be avoided as its impact includes all kinds of the libraries because it effects on the level of their performance in the library and inability to achieve the desired objectives of the library. The work pressures are meant all spiritual and material impacts that take influential shapes on the behaviour of the decision-makers and hinder its competitive balance and lead to create events of tension and anxiety that make him unable to take a decision properly or making the rational behaviour towards the situations.

The sources of the pressures and tension in the library include internal and external factors which share its impact on the levels of the performance and on the state of the librarian as well as on his private relations which causing concern and diseases. The sources of the tension can be classified and briefed its causes as follows:

. Material ways of work: which represent the ways that cause tension, fatigue and anxiety by several respects such as the material environment of work and the way of designing the library which includes the level of the lightening, temperature and humidity in the library. It also includes that the librarian has no knowledge about the role he must play and there is not a functional aim in addition to that the rates of the high performance which not fit with the time determined for it is considered one of the work pressure sources.

. The requirements of the library and the requirements of the librarian are incompatible: which is representing by conflicting the individual desires in behaving freely and the work to prove the self with what the instructions, motives and procedures provide in.

.The conventional methods of the work which largely depend on the paper dealings that take much time and effort of the librarian which causes high work pressure and increasing his fatigue with the matters that can overcome by using more modernized ways such as the electronic systems that facilitate tasks largely and solve many problems with providing much time and effort (Al-Rouqi and Bin Al-Mu'tad, 2017).

The patterns that used to deal with the work pressure are multiplying but they could be briefed as follows:

. The personal defending methods which can be summarized starting from medical treatment, sport exercises, changing nutrition system….., even the psychological therapy and functional changing which aims at reconstructing the personality to reduce the extent of the pressure or make it more durable.

. The attack organizing methods which include the increase of the size of the institution that reduces the burden of work in the library and redesigning the structure and improving the material environment of the work in addition to improve the organizing climate and developing confidence among librarians as well as harness modern technique by inserting the electronic systems as a substitution for the conventional paper dealings to ease the extent of the pressures (Boushekhah, 2009).

According to what presented above, most countries activated the electronic management in their university libraries as being a basic and important direction to convoy the technical development occurring in the world and to ease the work burdens and reduce the pressures from the shoulder of the librarians, as the orientation towards investing all modern techniques of information systems and communication in developing works of libraries and transforming them into electronic organizations using information networks in achieving all its works and its

administrative dealings as well as its technical functions.

The technique and information technology have widely contributed in reducing committing errors in human works, and because the management has various tasks represented at the field of planning, developing human competences, orientation, censorship, therefore; it started a process of programming these tasks within the computerized systems to serve the administrative process and destroying the wall in front of individuals to communicate with the management, and within this technical orientation, the programmers all over the world have worked on using the most modernized techniques with providing the administrative and technical services within a computerized programming constituting a substitution of the human management, which enable employees in the sector of libraries to perform their functions efficiently, rapidly and effectively. The inserting this technique is also led to raise the level of the services presented to the beneficiaries and public of the library whether inside its walls or the services presented across networks and electronic outlets (Howeel, 2009). Thus, the electronic management presents a another side different from the side of the conventional management due to the flexibility of its performance and its fast rhythm, which has become an effective tool in the hands of those initiate in applying the technique in their institutions or their administrative interests and a dream that look at by the administrators who didn't catch the opportunity to transform to the electronic management or they applied it partially in some of their activities, and didn't reach the sufficient degree to release the name of the electronic management on their dealings (Tawfeeq, 2005).

Today, the electronic systems constitute the work rules that the organizations based on in the past as there is no side of the organization sides didn't effect by the technology of information. The importance of information systems clarifies in its ability to improve processes and performance of all kinds and sizes of the organizations. It is also supported them in a process of taking decision by enhancing cooperative works among the work teams which leads to strengthen the competitive center of the organization in the market in which it works. Moreover, the contribution of the Internet in achieving the success of the modern organizations that work within a global competition distinguished by sharpness, speed of the changing and uncertainty. There are many instruments that supports the endeavor of the electronic management in the libraries and top of which are:

. Systems of the electronic and library information.

. Networks of the library information.

. Library blocs.

. Library Gateway or Website.

. Digitization and digital libraries (Saeedi, 2015).

Based on what aforementioned, the existence of complete systems in the university libraries has become an urgent necessity particularly in front of the diversity of the beneficiaries' needs and " the libraries and centers of information by adopting system constructed on the computer can achieve many benefits from where presenting better services with low costs, which means saving expenditures with maintaining on the level of the performance and effectiveness, so the use of computer in the technical processes and services of the readers in the libraries and centers of information is so important matter for the benefits that the library's users can get by using computer and top of which is the speed and accuracy in dealing with information, and other benefits that the libraries and centers of information can get by adopting a system based on the computer are improving fields of responsibility, supervision, and improving the productivity of work through producing much by a little number of employees and developing the quality of work", and the automated systems of information contribute in this field to achieve the following:

-Dealing with the automated bibliographic controlling tools of the published information vessels in an aim to control the steady increase in the market of publication, for an option comparable the features of the beneficiaries' interests to achieve better investment whatever the volume of the yearly budget of purchasing that allocated for the library.

-Raising the competence of the technical processes such as indexation, classification, and objective analysis by using automated and computerized tools of work like rules of indexation, classification tables, lists of the subjects headings as well as through subscribing in the services of the reading indexation automatically which produced by prepared bibliographic observatories of information on CDs or facilities of bibliographic information.

-The ideal usage of the human element for the library and raising the efficiency of work by using systems of complete information and providing the spatial for the groups of the library by providing digital information vessels instead of printed one, and availing automated indexation on OPAC for the remote beneficiaries by providing various researching and recovering points for the search in the records of the index, and supporting cooperation among the other libraries systems through publishing and enhancing local networks and wide-range networks as well as global networks like the Internet to exchange information and the intellectual vessels.

-The systems also follow the documents that read within the programme of reading and perusal which have been borrowed to investigate the orientations and customs of the reading upon the beneficiaries, to follow more efficient and influential policy in purchasing a certain kind or shape or in certain specialization or field as well as in following up the material that the date of regaining is due and meeting the requirements of borrowing and then booking them. They also benefit in carrying out requests of purchasing and subscribing on the direct

line and following up these requests easily as well as updating subscriptions in the required periodicals and in liking with the spider net which includes large and developing groups of available educational materials to enhance curricula for the parties interested in library information service.

-From other side, the automated systems present complete information in data and in huge reports on borrowing, indexes, rules of the bibliographic data and the information by which the decisions are taken and assessing substitutions as well as measuring performance particularly for the systems of supporting decision as it is possible for the director of the library to ask the system what is the status of the library? It answers: good, acceptable, or tragic, and the director wonders; why this status? the system answers by a brief report determines the indicators used for the objective standards, and the administrative statistics help to do so if they are used effectively and received appropriate and accurate analysis to be used in the planning and assessment, since the most common usage is in the field of the comparison with similar institutions or from year to year.

This is in addition to the role of automated systems in the field of the university libraries as a means to achieve efficiency and effectiveness in managing human and material resources and the documentary credit as well as an assistant factors in reducing costs and achieving aims with high quality, and presenting appropriate services and directing technical procedures in addition to facilitate cooperation. They also contribute in linking information institutions with various other sectors in the country through the national system of the information which is a branch system of the international information organization as the human knowledge is the property for all, and the information is a national resource and a basic pillar for the comprehensive development. Accordingly, the system works to make information flow in the society to reach to its users and to those in need to it, and through this presentation we observe the role of the systems in achieving library effectiveness theoretically via achieving the goals of the university, higher education and scientific research, technological development and the farther goal which is representing by serving the society by connecting results of the researches to the specialized authorities moreover its role in expanding library holdings, getting information

resources, improving and unifying internal processes as well as cooperation with resemble libraries in a condition of providing efficiency required for the good use and supervision on it (Dlhoom, 2015).

In light of this presentation, the aim of our study lies in the role of the electronic management in improving the functional performance of the employees and reducing the work pressures on them through answering the following main question: What is the extent of applying the electronic management in the central library of University of Anbar? And what its role in improving the performance of the employees?

3.1. The Aims of the Study:

we endeavor through this study to achieve a set of the aims that could be briefed as follows:

. Recognizing the concept of the electronic management upon the employees of the central library of the University of Anbar.

. Recognizing the requirements of applying the electronic management in the central library of the University of Anbar.

. Knowing the impact of the electronic management on the employees by the application of the electronic management and its role in reducing work pressures.

. Highlighting the most important problems that the employees encounter in order to apply the electronic management.

4.1. The Importance of the Study:

. Highlighting the importance of applying the electronic management in the university libraries under the comprehensive conditions of the information technology.

. Highlighting the attributes of the electronic management and its role in developing the performance of the employees.

. How the electronic management effects in the university libraries in the case of applying it in the terms of the speed and improving the level of the performance and raising the efficiency of the employees as well as easing the work pressures on them.

. Stating the integration between the human element and the electronic management in the library processes in order to improve the performance.

2. The Practical Framework and the Procedures of the Experiment:

2.1. Community of Research and Sample:

The community of the research is represented by all the employees and administrators in the library of the University of Anbar whose number is 27 employees distributed on the whole sections and branches of the library. The following is an outline about the central library of the University of Anbar to clarify its sections and its role, significance, tasks and services that are presenting in addition to the programmes and ways used to provide services.

Central Library of the University of Anbar

The Central Library of the University of Anbar was established in 1988 which started by a little collections of the sources and references, but over the years it has become nowadays contain a formidable collection of books, references, theses and dissertations as well as periodicals which its numbers to the date of 30/12/2019 amounted as follows:

-Arabic books are (32400)

-English books are (5061)

-References: the total number is (5536) and their number as titles is (2182)

-University theses and dissertations are (6500)

-The total of the periodicals are (3500) and their number as titles are (165)

-Notifying that the website of the electronic library on the Internet has 34944 sources as titles only.

The most important aims are supporting curricula in what enhancing the scientific march of the university by presenting assistance to the students through preparing their research papers, writing their theses, seminars, and presenting information to the professors and lecturers as well by providing various better information services using appropriate means and ways as well as giving information to the university personnel to make them know about the most important scientific developments as well as the library is considered a center for spreading researches and distributing them done by the students and professors and all researchers. Among its works and aims also the supervision on the branch libraries in the colleges of the university. Its structure includes the following sections:

-A Section of the administrative affairs which includes the units (administrative, public relations, identification cards).

-A Section of the technical procedures which includes the units (exchange and gifting, indexation and classification, providing, maintenance and bookbinding).

-A Section of the continuous learning which includes the units (training, registration, services of the beneficiaries).

-A Section of the beneficiaries services which includes)borrowing Arabic books, borrowing Foreign books, references, theses and dissertations, periodicals) .

-A Section of the automated systems which includes the units (virtual library, CD-ROM, the automated retrieving of digital books).

Here, we focus on the presence of the electronic library of the automated systems section because of its importance in reducing work pressures over the cadre of the central library as well as facilitating for the researcher to know the flow of information in the library by online with fast time and little effort remotely in addition to the virtual library which is considered a world library electronically available not for the sources of the library in Anbar only but it provides services and contents of the libraries remotely and the link and combining between the availability of all kinds of sources found in the library which the request is increasing on them, and there are the Iraqi Visual Scientific Library (IVSL) which has a website on the Internet (WWW.IVSL.ORG) available to register in the library for all Iraqi universities, i.e., domestically. Notifying that there in the central library five important programmes according to the system of programming developed virtual basic which includes:

- A Programme of the Identification cards: this programme issues identification for the beneficiaries from the library (student, instructor, employee) which includes providing the beneficiary an identification card contains (parcode) of the beneficiary's information.

-A Programme of borrowing: this programme borrows references to the beneficiaries by the identification card that carries the parcode found in the book stub which he will borrow outside of the library, and when retrieving the book the process is repeated. This programme benefits in issuing reports on the latecomers beneficiaries of retrieving references and the fines imposed on them.

-A Programme of the indexation and classification: this programme makes indexation for the sources according to the available fields since the responsible employee fills them easily and classifies them according to Dewey Decimal Classification System.

-A Programme of search by paper books: this programme facilitates the process of the search by the computer to reach to the sources that the researcher needs easily and with a little time which provides the best way for searching. Notifying that it is

possible to search about titles on the official website of the university since there are

approximately (35000) sources available electronically as a title to make researchers certain of its presence in the Central Library of the University of Anbar and this reduces the spatial dimension for the researchers and also reduces the work pressures of the employees in the library.

-A Programme of the digital books: this programme provides a number of digital books and enables researchers to reach them and upload them on (CD) and giving them to the researchers, notifying that these books in (pdf) as complete books. The programme contains approximately (45000) thousands books, as well as there are theses and dissertations available in (CD), the researchers can reach them and getting copies of them. The library also contain a sufficient group of suitable furniture for the employees and the particular furniture of the beneficiaries of the library patrons, notifying that the lighting, heating, cooling and ventilation are suitable to present services for all. There is also an important note concerning staff whose number is amounted (27) employees varied with different specializations that there isn't among them who carries a specialized certificate in the field of computers and programming and all those who work are not specialized in the field of computer. The staff also need training and developing courses to increase their expertise in the field of the electronic management of information whether inside or outside the country to raise the reality of the electronic library work.

2.2. Tools of the Research (Models of Data)

In the light of the theoretical and exploratory study to analyze the position of applying the electronic management in the library of the University of Anbar, the researcher has depended on a set of varied tools in collecting data required for the study which included:

. A questionnaire has been prepared to recognize the opinions of the employees in the library towards this system and its role in simplifying the work procedures and it importance as well as most difficulties that encounter it application in addition to the assessment of its ability to ease work pressures and reducing time and effort exerted by the employees and administrators in the library.

. Profound personal interviews with the employees and administrators in the library.

. Knowing information of the library through checking the files of the library and ways of managing information in it by the electronic way and collecting data about how to conduct this task by the previous paper system and assessing the difference between them.

3.2. The Sample

The study has included 25 employees from the staff of the Central library in the

University of Anbar (22 males and 3 females) of different scientific degrees which ranged among 6 hold PhD , 2 hold M.A. in addition to 12 employees hold B.A. and the rest were of varied scientific degrees, and their specializations were different, where the study clarified that there were 5 only of employees of Library specialization whereas the rest were of other varied specializations and of multiple experience in the library work which included 5 employees their experience is under 5 years and 7 whose experience ranged from 10 to 6 years and other 7 their library experience ranged from 11 to 15 years, the rest were of the experience that exceeded 15 years.

3. The Findings

The study has showed there is an excellent number of B.A , M.A. and PhD holders are within the management of the Central library which proves that the great slice of the employees have knowledge about the systems of the management generally but the sole negative point there isn't a sufficient number of specialized employees to manage libraries where their percentage was 20% of the number of the employees but this could be avoided through the long experience the employees have since the expertise of the majority exceeded five years which enabled them to be somehow qualified to manage the library efficiently and positively. The findings of the study that conducted on the employees of library of the University of Anbar has also summarized the findings illustrated in the Table (1) which showed the opinions of the employees towards the questions that the questionnaire contained and included several different axels as shown. The first Table illustrated that all employees in the library aware of the concept and the importance of application this system as well as support this system in reducing the exerted effort by the employees through reducing the work by the paper system and reducing the quantity of the consumed papers in conducting varied functions in the library.

Table (1): The Concept of the Electronic Management with the Employees of the Library

Serial	The Expressions	Strongly Agree	Agree
1	Perceiving the concept of the electronic management	15	10
2	The electronic management is a comprehensive tool for all human and material resources and techniques of modern programming	12	13
3	I think that the application of the electronic management is necessary to save effort of the employees	23	2
4	Presented services of the library must be in an automated way through Internet and computers	18	7
5	The insertion of the electronic management system helped in doing several functions to strengthen library works such as the electronic planning	7	18
6	The library communicates with the importers and publishers by using techniques of communication and modern technological aids	20	5
7	After insertion computer there is no consumption for the same quantity of papers through presenting all services by the automated way	24	1

The findings illustrated in the Table (2) the opinions of the employees of the library concerning the basic requirements for applying this system as the majority of the opinions emphasize the application of this system needs cooperation of many efforts and providing a lot of financial, human, technical and administrative needs and requirements for applying this system completely where the majority of the targeted individuals in this study emphasized on the necessity of applying this system as being the best system for improving work in the libraries which necessitates putting principled programmes and plans for applying the electronic management and providing full support by the management of the library to go ahead in developing the ability of the employees and enabling them this system ideally through work to organize vocational courses to increase the administrative potentials of the employees which ensures performing their tasks in a better way.

The findings of the questionnaire also clarified that the employees totally agreed upon the necessity of updating sets and equipments required for applying the system periodically in addition to providing programmings fit with the nature of the library work and endeavor to make all sets of computers in the library connected with each other in order to create a reactional environment among all employees

which provide the basic technical requirements to succeed the project of transformation from paper system into electronic system that it will lead by its role to eliminate a lot of difficulties and reduce many of work pressures.

It is so clear by this study that the technical and administrative requirement are no sufficient in the case that the human and material requirements are not listed as supporting factors for applying the electronic management system where the targeted employees of the study agreed upon to increase the desire of the employees to transform into the electronic system which

necessitates variety of the methods of training and developing for the employees in addition to provide specialized employees in the field of the electronic management and these requirements need basically providing special budgets to present the logistic support and training employees as well as giving financial motivations for them to urge them to master the electronic system.

The findings illustrated in the two Tables (3,4) the impact of applying the electronic management on the employees in the library and on the flexibility of conducting various processes where the majority of the employees have been agreed upon the role of this system in helping on presenting library services easily and flexibly as well as it allows the conformity of the technological materials and reducing work pressure and enhancing the ability of the library and the employees in it to participate the sources of information and linking many electronic services which reduces the errors of employees and increasing the efficiency of the workers and their potentials to perform their work through a lot of important factors which include reducing effort, increasing the speed and the quality and accuracy of work through reducing the spatial dimension and enabling employees to manage time and enhancing the feeling of the employees of creativity during the work and motivate them to convoy the occurring scientific development which can be reflected positively on the productivity of the employees representing by providing services by the library which emphasizes the role of correct application of the electronic management system to ease the work burdens on the shoulders of the employees and reducing the pressures of work as a result of the difficulty of performing the administrative paper tasks at the same accuracy and easiness represented in the electronic management.

From the other hand, the study has also included exploring the opinion of the employees about the obstacles that they see hinder applying the electronic management system in the library of the University of Anbar as illustrated in the Table (5) which showed that most of those included by the study were agreed upon that the administrative obstacles which include the weakness of the proper planning to transform for the electronic system and obscurity of the future vision and not

providing sufficient training courses are considered the most important administrative factors that impede the application of this system in addition to many technical obstacles that include the weakness of the level of infrastructure and the difficulty of convoying the rapid scientific development which are a product of inability of purchasing modern sets and equipments that convoy the fast scientific development and eliminating these obstacles.

However, the employees included in this study have diverse opinions concerning the causes and the quality of the human obstacles that prevent progress towards the application of the electronic system of the management of the library where the opinions divided on the weakness of the employees' confidence with their abilities as the majority of the staff saw that the employees enjoy the sufficient confidence of their potentials to use the modern technique for managing the library and that the specialized employees in this field are there with a not bad percentage which proves that the majority agree that the human factor represented by the employees is not constituting an obstacle to achieve the aims of applying the electronic system in the library but the emphasized at the same time that the basic weakness is occurred as a result of the scarcity of the training specialized courses of the electronic management which support the previous opinions that there is a weakness in future planning for developing the employees' potentials in this field.

Table (2): The Requirements of Applying the Electronic Management:

The Administrative Requirements:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	The mode of the electronic management is the best to improve the work in the library	23	2	
2	Putting principled programmes and plans for applying the electronic management	20	5	
3	Providing support by the management of the library to use and exploit modern techniques	19	4	2
4	Organizing structuring courses specialized in the field of the electronic management	25		

The Technical Requirements:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	It is necessary to update all sets and equipments	25		
2	It must provide programmings fit the nature of the administrative work in the library	23	2	
3	The sets of computers must be connected with each other by using Internet	25		

The Human Requirements:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	Increasing the desire of the employees I changing towards the electronic management	25		
2	Keening on variety in methods, training and developing the employees	25		
3	Providing specialized employees in the field of the electronic management and dealing with the electronic documents	23		2

The Financial Requirements:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	It must be allocating a budget to apply the project of the electronic management	25		
2	Allocating a stable budget for training the employees	25		
2	Allocating financial and moral motivations for the employees to motivate them to use the modern systems	25		

Table (3) The Impact of the Electronic Management on the Employees in the University Libraries

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	The electronic management helps in presenting services easily and flexibly	25		
2	The electronic management allows to conform the resources of the technology information with much flexibility	23		2
3	The electronic management reduces the work pressure which was caused by the adoption on the conventional methods of the management	25		
4	The electronic management enhances the ability of the library to share the sources of information	24		1
5	The electronic management provides the capability of linking among the various electronic services	22	3	
6	The electronic management reduces the cost of the employees' errors	25		
7	The electronic management helps the employees to perform their works efficiently and effectively	23	2	
8	The electronic management helps the employees in assurance providing the quality of services	25		
9	The electronic management helps in flowing information easily	24		1

Table (4): The Role of the Electronic Management in Reducing Work Pressures

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	Reducing effort	25		
2	Increasing speed	24		1
3	Increasing quality	23		2
4	Increasing work accuracy	23	2	
5	Reducing spatial dimension	24		1
6	Enabling employees to manage time	25		
7	Increasing feeling of creativity in the work	25		
8	Motivating employees to convoy development	24		1

From the other hand, all the employees in the Central library of the University of Anbar have agreed that there are financial problems impede applying of this system correctly which as a result of raising the prices of new sets and programmings required for applying the system of electronic management of the library and neglecting this side by the special budget of the library which represents an important challenge to the employees' endeavors and to the library management to transform wholly into a developed electronic system achieving all the future aims and visions which leads to some security obstacles that include the weakness of programmes of data and information protection inside the sets which could be a prone to the

piracy in addition to some other security problems and obstacles such as the absence of the protection laws against the electronic burglary and non-existing a national market for the technique and security of information.

Table (5): The Obstacles of Applying the Electronic Library in the University Libraries:

The Administrative Obstacles:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	The weakness of the proper planning to transform to the electronic management	23		2
2	The obscurity of the future vision for applying the electronic management		20	5
3	Not Providing sufficient training courses for the employees in the field of the electronic management	20	5	

The Technical Obstacles:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	The weakness of the infrastructure required for applying electronic management	15	7	3
2	The continuous change in technology of information and the difficulty of convoying it	18	7	
3	Inability to purchase sets and equipments	24	1	

The Human Obstacles:

Serial	The Expressions	Agree	Not Agree	Not Strongly Agree	Neutral
1	The weakness of the employees' confidence in their potentials to use the electronic management	7	13	5	
2	There aren't specialized employees in the field	10	12	3	
3	Not providing specialized training courses in the field of applying the electronic management	24			1

The Financial Obstacles:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	Lack of the financial potential required for applying the electronic management	18	7	
2	Rise of the electronic sets and equipments prices	19	6	
3	Rise of the electronic software prices	20	5	

The Security Obstacles:

Serial	The Expressions	Strongly Agree	Agree	Neutral
1	Absence of the laws for the protection against the electronic burglary	23	2	
2	The weakness of programmes of protecting data and information inside the sets which could be prone to the piracy	24	1	
3	There isn't a national market for the technique and security of information	23	2	

4. Explaining Findings

The findings of the study were rather consistent with the hypotheses fixed previously which include:

First hypothesis: "the electronic management considers for the administrators and employees of the Central library of the University of Anbar a new and modern concept for the library vocation which among its reasons are the rapid development

In the systems and networks of the communication and information"

The findings of the study proved relatively the truth of the first hypothesis as a high percentage of the employees have agreed unanimously upon the awareness and perceiving the concept of the electronic management, and they wholly agreed between the two categories of 'Agree' and 'Strongly Agree' on the necessity of applying the electronic management and this was appeared on the employees who unanimously agreed that the insertion of the electronic management helped in the achievement of several functions to strengthen the works of the library such as the electronic planning.

Second Hypothesis: "the electronic management based on several requirements which are indispensable for the library"

Through the findings of this study, it has shown that the second hypothesis was largely realized and this was approved unanimously by the individuals of the sample via the results of the second axis, where the employees were agreed on the administrative requirements that required for applying the electronic management "the mode of the electronic management is the best one for improving the work in the library", they also unanimously agreed on the necessity of updating the sets and equipments as for the technical requirements. The human requirements have achieved an unanimity in each of increasing the employees' desire to transform wholly towards the electronic management, and the keenness of the library management to make variety in methods of the training and developing for the employees, as well as providing specialized staff in the field of the electronic management and dealing with the electronic documents.

Third Hypothesis: "the electronic management effects largely on the performance of the employees by modernizing the conventional management adopted greatly on the paper dealings into modern electronic management at various its processes and means.

Through the findings, it has shown that the third hypothesis was realized and this was agreed unanimously by the individuals of the sample by the results as their answers confined to the two categories of 'Agree' and 'Strongly Agree' on the impact of the electronic management on the employees in the university libraries, where the majority of the target sample of the study has agreed unanimously that the electronic management made availability of increasing flexibility in conformity of the technology materials and facilitated the conduction of the library processes flexibly which reduces the effort and time.

Forth hypothesis: " the usage of the electronic management in the libraries greatly reduces the work pressure"

Through the questionnaire that was distributed on the targeted individuals of this study has shown the truth of this hypothesis so greatly as the employees have agreed unanimously on the role of the electronic management in reducing the effort, time and the spatial dimension which enhances the speed, accuracy and quality in the work and enables them to manage their time and feel of creativity in the work and make room for the them to develop their modern knowledge to convoy the scientific development occurring in the world.

Fifth hypothesis: " there are a set of the obstacles that prevent the application of the electronic management which impede the work inside the library"

The study has shown that this hypothesis was realized by the unanimity of the individual of the sample through the results that emphasized that the weakness of proper planning for the process of transformation towards the electronic management considers among the largest administrative obstacles that encounter the library, whereas the results of the study have shown that the continuous change in the technology of information and the difficulty of convoying it create a difficulty in applying the electronic management effectively which is one of the largest technical obstacles that encounter the process of transforming to the modern electronic system. The employees also agreed unanimously that the most important human obstacle for applying the electronic system are because of not providing specialized training courses in the field of applying the electronic management in addition to this the obtaining results clarify that the lack of financial requirements that required for applying the electronic management considers among the most important financial obstacles the encounter the library management. From the other hand, the absence of the laws for protection against the electronic burglary considers among the most important security reasons and obstacles that prevent the application of the electronic management.

5.The Conclusions

The most important findings concerning the electronic management and its role in developing the performance of the employees in the university library "University of Anbar" can be briefed as follows:

1.The adoption of the library on the modern technologies that open the way towards applying the electronic management in the library, which reflects its keenness to improve the work and saving effort and time.

2.The use of the electronic management leads to overcoming many problems that impede the march of the work inside the library such as the time, the barriers of the place and time which easing the work pressure and provide an atmosphere of comfort and confidence among the employees.

3.The desire of the employees of the library to transform towards working in modern electronic environment, in order to develop the potentials and to increase the efficiency and effectiveness whether for the employee in particular or for the management in general.

4.The electronic management reduces the work functions which were exercised in the conventional management.

5.The library works to use the computer in presenting services and achieving the electronic link among all interests.

6.The adoption of the library on Internet to develop the methods of work which contributes in increasing the effectiveness of the functional performance for the employees of the library.

7.The management of the library supports using and exploiting modern techniques.

8.The desire of the employees in providing all requirements on which the transformation is based towards applying the electronic management.

9.Among the responsibilities of the library is to work on providing structural courses and programmes for the employees to contribute in raising their abilities and improving their performance inside the library.

10.The absence of the strategic planning and clear future vision to direct towards the electronic management leads to occurring delay and sometimes non-applying this transformation virtually.

11.Not providing the sufficient material support for the employees in addition to the absence of the legislations and laws that support the project of the transformation towards the electronic management lead to non-benefit of its features properly to improve and develop the performance of the employees.

6.The Suggestions of the Study and the Future Vision

Based on the findings the study has concluded, we formulate a set of suggestions represented in the following:

. Clarifying the future vision upon the officials and the complete absorption to the

 concept of the electronic management, based on the awareness of the employees

with the necessity of applying the electronic management in the library.

. Training and making librarians at various modern techniques, and aware them of necessity to direct towards adopting the project of the electronic management.

. The work to support the library management to use and exploit modern techniques that fit the mode of the electronic management.

. Consolidating the complete infrastructure required for applying the project of the electronic management in the university libraries.

. The necessity of allocating a budget separate of the budget of the library for applying the project of the electronic management.

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