

---

## Creating a Library portal by using Google sites

---

**Kumbhar Kalyan N.**

Librarian

Badrinarayan Barwale Mahavidyalaya,  
Jalna- 431203

### Abstract

*Designing websites or Portals should be critical and confusing, but Google has made easy by providing Google Sites (sites.google.com) to professionals, like librarians. This paper helps to understand, how a librarian can create, design, manage; formatting website or portal by using Google Sites, Using of Google Sites is straightforward and really user-friendly. If you'll navigate an internet browser, you'll design websites with Google Sites. Librarian can understand what type of procedures takes place before the creation of the portal. This paper also helps to know, which elements we can use to create sites or portal.*

### Keywords

Library Portal; Google sites; Portal elements.

### Electronic access

The journal is available at [www.jalis.in](http://www.jalis.in)



**Journal of Advances in Library and Information Science**  
ISSN: 2277-2219 Vol. 9. No.2. 2020. pp.46-52

## Introduction

Libraries can play an important role in disseminating information by creating their website. Through their sites, they can inform about various services, events, products available through them. By designing their website, librarians can provide links to different online databases and online resources available in the library. It can save a lot of money involved in printing information booklets and library manuals. Libraries can organize library services and documents accessible to the entire library members. If you have an announcement to say to the members, you can simply post it on the portal news and event page. The portal offers the user the ease of searching many sources and complete information regarding the library at once. Librarians bring their expertise with content, their knowledge of copyright, their commitment to user service and their experience in creating customized web-based information delivery systems.

The library portal is growing in its importance because of the preferred way of organizing and using information. Web portals are seen as positive. As portals become a primary means for transacting information and commerce, libraries of all types are becoming involved in thinking, planning and building various frameworks and services. The library portal reduces the barrier of users having to remember multiple logins. It increases the ability of the library to ensure that costly electronic journals and databases are used, by offering a simple way to browse the available resources. It supports searching by carrying users through bibliographic searches to full-text options. Libraries make more digital resources available on the web.

## Objectives of Study

- To setup successfully website on Google Sites
- To know how Google sites work.
- To identify different types of web page content.
- To study how to edit and format web page and use web page edition tools.

## Portal

The term “portal” describes a variety of web-based interfaces, everything from a relatively static homepage with the general product and contact information to a dynamic one-stop homepage where users can customize the content to meet their needs. For many portals is that the epicenter of the online

experience, an area to stay your information, an area from which to speak with others. The Joint Information Systems Committee defines a portal as “a network service that brings together content from diverse distributed resources using technologies such as cross-searching, harvesting, and altering, and collates this into an amalgamated form for presentation via a web browser to the user”.

According to Merriam-Webster learner’s Dictionary portal means “an internet site that helps you discover other sites”. As per Collins dictionary “On the internet, a portal is a site that consists of links to other websites” Originally, a general-purpose Web site offering a wide variety of resources and services, such as news, weather, directory information, Web searching, free e-mail accounts, chat groups, mailing lists, online shopping, and links to additional Web sites (example: America Online). However, the term is increasingly applied to Web sites that offer such services only within a particular industry, occupation, or field (example: AcqWeb for acquisitions librarians). See also: library portal. (Reitz, Joan M)

Library portal means Software that permits a person to customize online access to collections of data resources by creating an inventory of Internet connections, very similar to a customized directory of street addresses and telephone/fax numbers (example: MyLibrary). Library portals are designed to reduce information overload by allowing patrons to select only the resources they wish to display on their personal interface. (Reitz, Joan M) A library portal is a single access point combining the library rules, collection, events, resources, catalogs, subscription databases, subject gateways, electronic journals, etc. Library portal meets the needs of library users, which either the system itself can tailor the delivery and presentation of information content or the users themselves can customize the type and format of the information displayed. The library portal is now the standard interface to generate library resources and services through a single access and management point for users.

### **Google Sites: A Site Development Tool**

Tim O’ Reilly, the father of Web 2.0 declared that ‘Google is most certainly the standard-bearer for Web 2.0’. Google basically a search engine provides different services and application tools that can be used by a user with its user ID (and password) free of cost. The Google account ID can be used for different ID-Password based Google services. The popular

services/ applications of Google are mainly of Gmail, Orkut, Web, Google Scholar, Image, Picasa, etc. The newly added social networking service of Google is Google + (Plus). Google Sites is a tool that gives a platform for creating a webpage using plain text. There is no need to know HTML (a webpage creating language). The template-based system has the customization facility to give a customized look on the page. Google itself describes Google Sites as the easiest way to make information accessible to people who need quick, up-to-date access. As the Google Sites is login based, therefore the creator of the webpage can design the site online and can edit the page with others selecting as collaborator. The permission setting helps in controlling users/ viewers just by selecting the option

### **What is Google Site?**

Google Sites may be a structured wiki- and web page-creation tool offered by Google as a part of the Google Apps Productivity suite. The goal of Google Sites is for anyone to be ready to create a team-oriented site where multiple people can collaborate and share files. (Wikipedia).

Web Sites are the easiest way to access the information easily and quickly by using networking. You can work together on a Site, add records, information from other Google applications (such as Google Docs, Google Calendar, YouTube), and the most important is; It’s FREE. Creating a site together is as easy as editing a document, you’ll control who can access the web site, whether it’s you, your team or your organization. In fact, you can publish it worldwide. Google apps sites can be accessed from any internet connection whatsoever.

<https://sites.google.com/site/2102493/home>

### **The use of Google sites for learning and teaching**

In this new era, technology provides a great influence in many aspects, such as communications, transportation, information, etc. Many people working as academics looking for ways to improve the quality of their teaching using the Latest Technologies to facilitate their work. But the attitude that assumes that technology is difficult to use is one among the explanations why it had been difficult to implement. Trying to answer these difficulties, Google sites offer a simple way for the teachers and students to use information technology

in lifestyle , especially in educational environments.

### **Why using Google Site?**

(<https://sites.google.com/site/2102493/home/how-to-use-google-site>)

Create a page on a Google Site with single click button - You do not need HTML code or language to create portal. Any one can create portal or website easily by using Google site. There is no need of any programming or mark-up language. Self Customize with own style- There is a facility to customize the design of your Google Site. Start with the templates. Google's site offers an inventory of the varied pages which we still develop web-pages, announcements, file , dashboard, and list - to assist you start making Google.

### **Upload file and inserts**

-Use the file cabinet to upload files up to 10MB in size. Google has specified space up to 10 GB for creating Google Site for each account. Google apps Premier and Education editions avail an extra 500 MB for each user account.

**Rich in content-** Google site integrated with other Google products, so you'll insert video, documents, spreadsheets, presentations, photo slide shows, and calendars directly onto your site Google page.

**Work together and sharing-** Permission settings let you set permissions, owners, visitors and collaborators (meaning they can edit pages) for your website. And you can make Google site or Google page with restrictions for a few visitors, just for your organization only, or for the whole world.

**Search with Google-** You can search across Google's content pages and sites using Google's advanced technology. You'll find pages and a variety of documents quickly, just like on Google.com.

### **Why Google Sites**

- ❖ Google Sites is very user-friendly, and simple to understand.
- ❖ It is suitable for all types of beginners in the education Sector. Like, Students, Librarians, Researchers, Teachers and etc
- ❖ Google sites everything is free.

- ❖ Mobile access is given by Google sites.
- ❖ Anyone interested in Web Design will likely find Google Sites a very convenient application.
- ❖ Google has provided a simple way to create web sites by using a single Google account.
- ❖ Google has provided with huge space i.e. 100MB for website along with Google drive space. The Creator can use Google drive space to store the data.

### **Requirements for creation of sites**

- ❖ Computer with internet access
- ❖ Web browser
- ❖ Google account:
- ❖ Log in at sites.google.com with your Google Account.

### **Data Preparation for website**

The Creator should understand and prepare some data before the website creation, which will display on website. For Example, such type of data is as follows.

- Library History, Rules regulation, Library staff, Library Highlights etc.
- About Librarian, information related to librarian,
- Vision & Mission
- Collections Report, New Arrivals, Print subscription of Journals etc.
- Services and facilities
- Offered Programs Details, courses,
- College and Library Logos
- Images for Attractive Lookup, creation of photo Gallery.
- Links Related to E-resources, E-Books, E-Journals, Audio & Video Resources,
- College library events and Newspaper clippings
- Other Useful Links
- And Many more...

**Let's we learn how to create website with Google sites.** Start to create library website using Google sites.

Go to <https://sites.google.com>

Sign in G-mail Account

### **Creating a Google account**

For Creating Websites or Web portals you must have to create Google account, If you have already Google account then no need to create again but you don't

have then you need to create. Then also you want to create separate simple Google account of your firm, institute or library, you can create it.

### 1. Creating Google Account

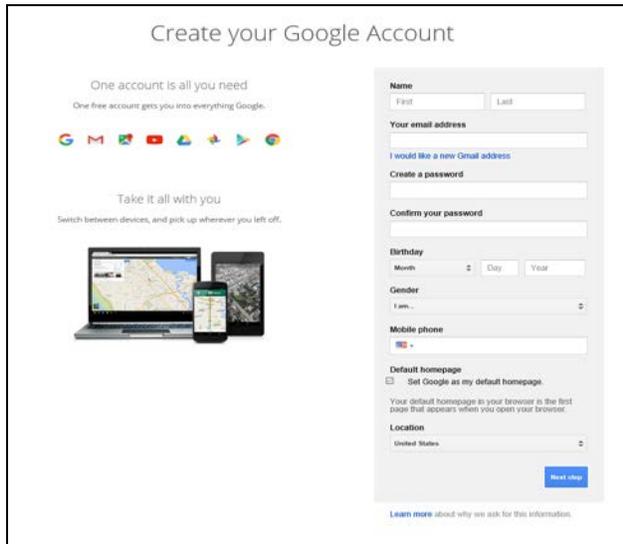


Figure No. 1- Creating Google Account

Figure No. 1 shows simple Google account creation form. Fill it and login.

- i) Go to the Google Account creation page.
- ii) Follow the steps on the screen to set up your account.
- iii) Use the account you created to sign in to Gmail

Starting a Google site

Login with Google Account to create Websites

- i) After Completing Sign Up Process, You can able to access your Google Account and its all functions like. Site, Blogs, etc

There are two ways to access Google Site

- a) Login with direct:- <https://sites.google.com> or,
- b) Login with your:- Gmail Account

### 2. Go in Google Apps for Google Sites.

After creation and login Google account you have to go in Google app, click last option more from Google two times as per shown in Figure No. 2

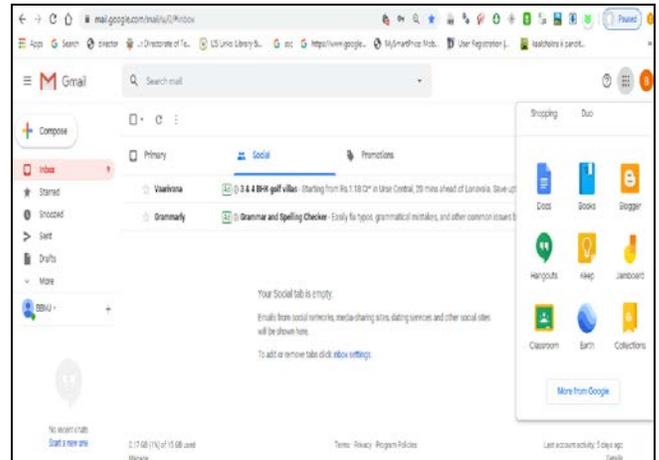


Figure No. 2 - Go in Google Apps

### 3. Google Sites app

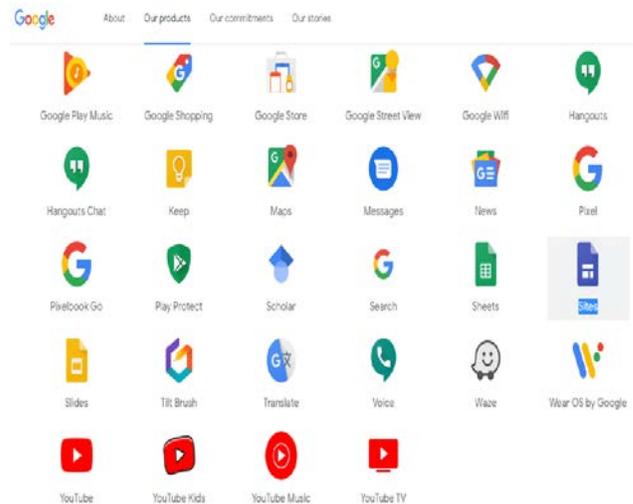


Figure No.3 Google Site Icon

Two times more from Google option figure no. 3 is display. This screen we see Sites, which is selected. You have to click on Sites.

### 4. Choose Classic option

When entering Sites page Figure No. 4 displayed. Google ask when you want to create site In Classic or in New sites, these are features given by Google. You go any one classic or new. If you want to go with Classic Sites then Click on Classic Sites option.

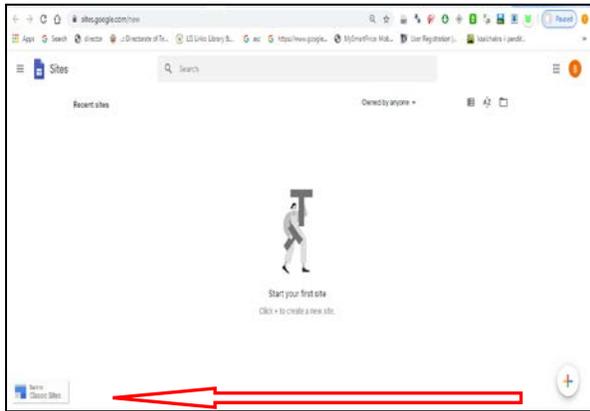


Figure No.4- Choose Classic option

### 5. Create Site

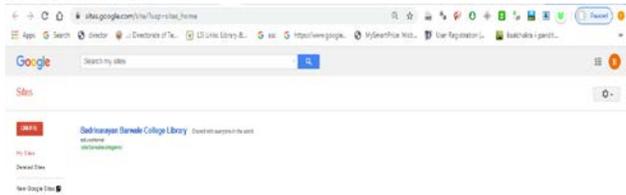


Figure No.5- Create Site

After selecting classic site option Figure No. 5 displayed. Click on Create option.

### 6. Insert website address/Name and select theme

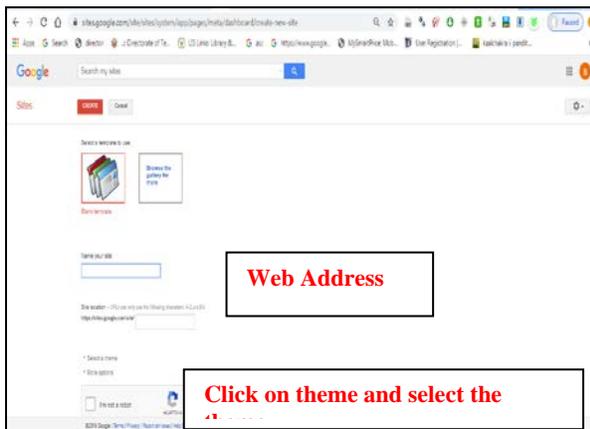


Figure No.6- Insert website address and select theme

You have to give your portal address very carefully and correctly. It will be your college name, library, office, etc shown in Figure No. 6.

- 1) Insert Name for your website or portal, Google can create URL for your website
- 2) Select a Template to use (This Template means Background design of website or portal)
- 3) Select Theme for your website or portal, google provide so many themes, which are available for making website or portal attractive)
- 4) More Option : in this option you can insert site description
- 5) For security purpose Select I'm not a robot option and follow it. Then you will go to next page it is your web page.

### 7. Design and Manage your web page

You have to Insert Additional Pages, Create Web Page Templates, Modify or Develop Web Pages, Upload Documents, Images, Links, Videos and etc by using edit and create page option.

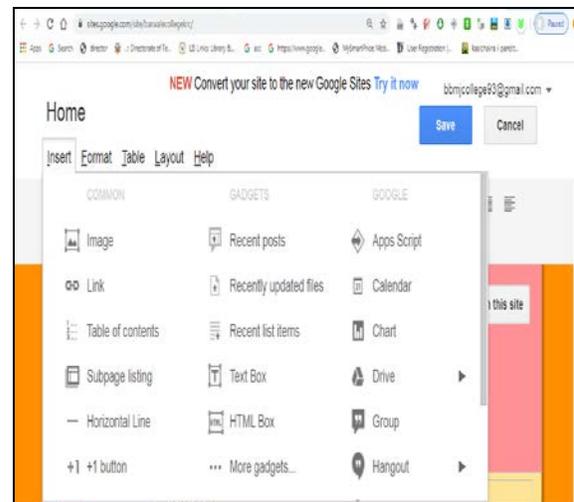


Figure No.7 Design and Manage your web page

After Creating Home Page you can insert following content on it like.....:

- I) You can go in setting and change theme colour, insert logo etc.
- II) You can change theme layout by using layout option. Single, two, three column page layout.

- III) You can insert Text in to the Page like “Welcome to Library Portal” or “About Library” etc.
- IV) You can also insert Library image or College Image by using insert option and image, link, table, etc.
- V) You Can Insert Vision, Mission or Goals, history, details about library, highlights of library on home page or create separate pages as per your requirement from create page option.
- VI) You Can Insert History, or Details About Library  
Multiple times creator has to use edit and create page option for modification and maintenance of website regularly.

### 8. Setting given in more action

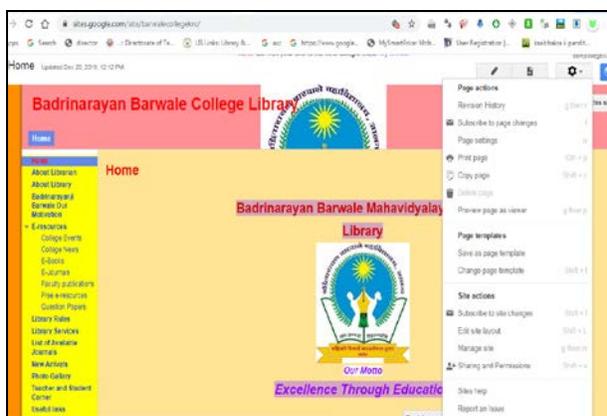


Figure No. 8- Setting in more action

Setting in more action options gives you to change layout, name print, print page setting, change page template, edit layout, etc. shown in figure No. 8.

Page setting gives you show page title, show links to subpages, allow attachment allow comments option page description write educational and save it.

Preview page when you made changes then you look actual page in preview page option.

**Change page template** – you want to change page templates you can change.

**Edit site layout** – it assists to format header, sidebar, custom footer or insert image or text matter, etc on your page.

**Manage site**- it gives recently site activities, pages, attachments, page templates, apps scripts, delete items, General, Sharing and permission, web address, themes, colors and convert to new site options.

### 9. Formatting, editing, customizing of webpage and content

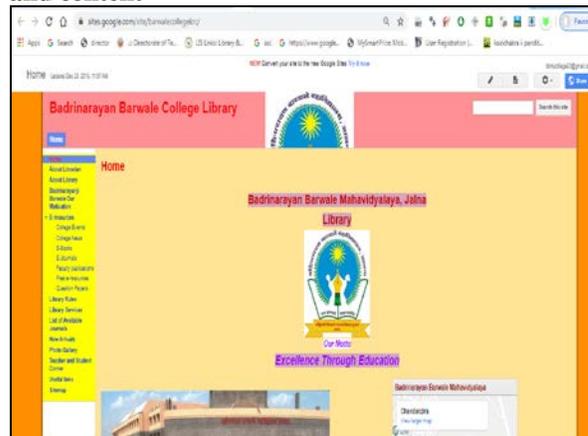


Figure No.9- Final Page

Following elements are inserted in above Figure No. 9 Final page. These elements are only for guidelines for librarians and library staff, you can also arrange these elements as per requirement.

- Home
- About Librarian
- About Library
- Badrinarayanji Barwale Our Motivation
- E-resources- ( following subpages under E-resource Education)
  - College Events
  - College News
  - E-Books
  - E-Journals
  - Faculty publications
  - Free e-resources
  - Question Papers
- Library Rules
- Library Services
- List of Available Journals
- New Arrivals
- Photo Gallery
- Teacher and Student Corner
- Useful links
- Sitemap

## Conclusion

This paper definitely helps librarian to know, what is Google sites, How to use it and create library portal. Librarian can also create, design, manage, and format website or portal by using Google Sites. Most of library patrons want information regardless of where they find it. They don't want to limit themselves to their library collection. Over the last decade, academic librarians are selectors, organizers and evaluators of information and data on the web. Our knowledge and skill make us valuable players in a team approach in planning and implementing library portals. An interactive service such as 'Ask a Librarian' can make requesting assistance simple and convenient by connecting web users with librarians.

clio.com/ODLIS/odlis\_m.aspx#mobileapp on  
25.12.2019.

## References

- [1]. Letha, M.M.(2006). Library Portal: A Tool for Web-enabled Information Services. *DESIDOC Bulletin of Information Technology*. 26 (5), 11-16 Retrieved on 26, December, 2019, from <https://doi.org/10.14429/djlit.26.5.3691>
- [2]. Mazumdar, N.R, Singh, S.K.(2012) Google Sites for Academic Library: A Practical Approach in Pub Kamrup College Library 8th Convention PLANNER Sikkim University, Gangtok. P-39-46. Retrieved on 27, December, 2019, from <http://ir.inflibnet.ac.in/bitstream/1944/1669/1/6.pdf>
- [3]. Sharma, Vinod Kumari& Goswami, Sumit(2001). Some Basic Aspects for Creation of Website. *DESIDOC Bulletin of Information Technology*. 21 (2), 17-34.
- [4]. Koneru, Indira(2004). Library portal; effective Information communication, Knowledge Organization in Digital Environment in Libraries: Introspect and prospects, ILA Golden Jubilee Conference, 1-4 Dec 2004, Pp.327-335. Retrieved on 27, December 2019 from <https://ir.inflibnet.ac.in/bitstream/1944/1154/1/75.pdf>
- [5]. Carden, Mark Library portals and enterprise portals: why libraries need to be at the center of enterprise portal projects, *Information Services*, 24, 2004, 171-177.
- [6]. Reitz, Joan M., Online Dictionary for Library and Information Science. Retrieved from <https://www.abc->