

Google Tools at the Disposal of Librarians and skills for the Enhancement of Library Services: A Conceptual Review

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Abstract: *In recent time, there has been the emergence of cloud computing, the practice of using a network of remote servers hosted on the internet to store, manage, and process data, rather than a local server or a personal computer which allows numerous clients to use the same platform at the same time without any interference from any point online. The king of this practice is the Google cloud computing that paved way for the creation of the famous online Google workspace that houses many Google tools. This paper holistically takes a look at this Google Workplace and the surrounding Tools. The paper analytically discussed the various tools such as Gmail, Chat, Meet, Calendar, Drive for storage; Docs, Sheets, Slides, Forms and Google Scholar among others and where and how they can be applied and utilized by librarians and libraries towards enhancing their services to their heterogeneous users in a digital ecosystem as well as the skills librarians need to acquire for optimal utilization of the Google Workplace and the surrounding products. At the end of it all, the paper drew its conclusion and suggested among other things that Librarians with the support of library management should be trained on how to manage and utilize to the fullest various Google Tools and that all university library websites should be Google connect as to have all staff create a Gmail account with which they can access all Google products and the library should as well create corporate Gmail account and link with which all staff should be mandated to utilize Google Scholar tool to enhance the university visibility online and quick staff identity verification.*

Keywords: Google, Google workplace, Google tools, library, librarians, Gmail, library services, information and communication technology

INTRODUCTION

Libraries being social institutions and librarians' social workers serving heterogeneous clients with divergent information needs are always at the forefront of embracing many trending information delivery and communication technologies with a view to satisfying their various users' information needs. The situation has become so impressing with the emergence of the internet spearheaded by ICT but powered by the computer. In recent time, there has been the emergence of cloud computing, the practice of using a network of remote servers hosted on the internet to store, manage, and process data, rather than a local server or a personal computer (Spice works, 2021) which allows numerous clients to use the same platform at the same time without any interference from any point online. The king of this practice is the Google cloud computing that paved way for the creation of the famous online Google workspace that houses many Google tools. Google Workplace on its own is a collection of cloud computing, productivity and collaboration tools, software and products developed and marketed by Google while Google tools are range of powerful online tools designed to help one be more productive and make one's life easier and the best part of it is that most tools are completely free (Woodward, 2024). The totality of it all is that Google tools are the opponents of Google workplace while the workplace on its own is digitally propelled workplace that is geared at making life better for the users in that one can work from anywhere and at the same time be able to do all the needed at the home front.

Inasmuch as a Google product creates challenges to librarians noted Rathod (2020) in that prior to the emergence of ICT, library users painstakingly search for all sorts of materials manually in the library assisted by librarians but in this contemporary digital ecosystem, the Google does the magic, as most library users, no longer come to access information needed from the library, rather they use the Google search. Be that as it may, it has also created new opportunities to develop smart library users, new digital library services, current services, remote access facility, virtual classroom, meeting and webinars by using Google products or tools. Google products or tools are very much useful for smart library users, librarians and library management and to enhance existing library services. Google product plays a various types of role in developing and improving the effectiveness of smart library services and resources added Rathod (2020). These tools have been envisaged to be assets to library services and the assertion is that librarians can use Google tools to improve library services, attract users, and provide digital reference services. After all, the duty of librarians is to organize the world information and make it universally accessible and this in tandem with the mission of Google and with available tools librarians can smartly do the job.

Ultimately, Google is no longer just a search engine but bedrock of digital workplace with many tools that made it thick as information hub and with one having a Google mail account it creates the leeway for the person to have access to all the tools or the ones of choice. The implication is that there are different tools institutions like the libraries can leverage on to enhance their services to their teeming clients. Amidst this transformation, time is more fragmented, split between work

and personal responsibilities and human connections as well are more difficult than ever to establish and maintain. It is against this backdrop that this write-up becomes imperative, with a view to discussing, Google workplace and various Google tools that will be of immense benefit to libraries as they concern information management and delivery which will in turn enhance their services.

Google Workplace

The global invasion of 2020 by the deadly infection and virus popularly known as Covid-19 or corona virus actually stormed the world with its associated social distancing. This ugly situation, reminded the global working force that work is no longer the physical place that we go to and interact in person rather the office ought to be digitalized to tackle certain challenges. With the digitalization, office workers no longer have impromptu discussions at the coffee machine or while walking to meetings together, and instead have turned their homes into workspaces. Frontline workers, from builders on a construction site to delivery specialists keeping critical supply chains moving, are turning to their phones to help get their jobs done. While doctors treating patients and local government agencies engaging with their communities are accelerating how they can use technology to deliver their services (Abby the Librarian, 2017). This is what Google workplace is all about, as it makes it possible for everything if one needs to get anything done to be done now in one place.

Google workplace, a product of an American multinational company called Google formed in 1978 that specializes in Internet-related services which include online advertising technology, search engines, cloud computing, and hardware among others which took its present name in 2020, at inception in 2006 called Gmail for Your Domain, before being expanded into Google Apps for Your Domain in the same year (Google Press, 2006) and in 2011 renamed Google App and rebranded in 2016 as G Suite is a collection of cloud computing, productivity and collaboration tools, software and products developed and marketed by Google. It consists of Gmail, Contacts and Calendar as well as Meet and Chat for communication; Drive for storage; and the Google Docs Editors suite for content creation with admin Panel that is provided for managing users and service (Google Cloud, 2016). *The* workspace therefore, includes all famous Google productivity apps, Gmail, Calendar, Drive, Docs, Sheets, Slides, Meet, and many more. Whether you're returning to the office, working from home, on the frontlines with your mobile device, or connecting with customers, Google Workspace is the best way to create, communicate, and collaborate. There is this deeply integrated user experience that helps teams collaborate more effectively, while frontline workers stay connected, and businesses power new digital customer experiences, and there is also a better home for work. One that thoughtfully brings together core tools for communication and collaboration such as, chat, email, voice and video calling, and content management and collaboration, into a single, unified experience to ensure that employees have access to everything they need in one place (Abby the Librarian, 2017). It is pertinent to

state that in March 2023, Google brought generative AI capabilities to Google Workspace (initially to a limited set of trusted testers).(Google Blog, 2023).

3. Google Tools at the Disposal of Librarians for Enhancing Library Services

As listed by Woodward (2024) some of these tools include Google Search use to Verify information, Google Maps that can be used to Show library locations, Google Translate that can be used to translates languages, Google Photos: use in Organizing images, Google Docs which is a document editing software, Google Sheets: a spreadsheet editing software , Google Slides: A presentation editing software, Google Drawings: A diagramming software , Google Forms: a survey software, Google Sites: A webpage creation and publication tool, Google Search Console: A tool that helps monitor and troubleshoot a website's presence in Google Search Engine Results and Google Scholar: A search engine for scholarly material that indexes and allows full-text access to articles as well as Gmail a web-based email service Generally, Librarians can use Google tools to provide digital reference services, Analyze the search history of popular terms, Diagnose technical Search Engine Optimization (SEO) issues and Set preferences to link searches to a library of choice (University College Dublin Library, 2024). Be that as it may, let's take a look at the various Google tools. Google Workspace so to speak, comprises Gmail, Chat, Meet, Calendar, Drive for storage; Docs, Sheets, Slides, Forms, Keep for notes, Sites for collaboration, Apps Script for building low-code/no-code business applications; and an Admin panel and Vault for managing users and the services (Google Cloud, 2024).

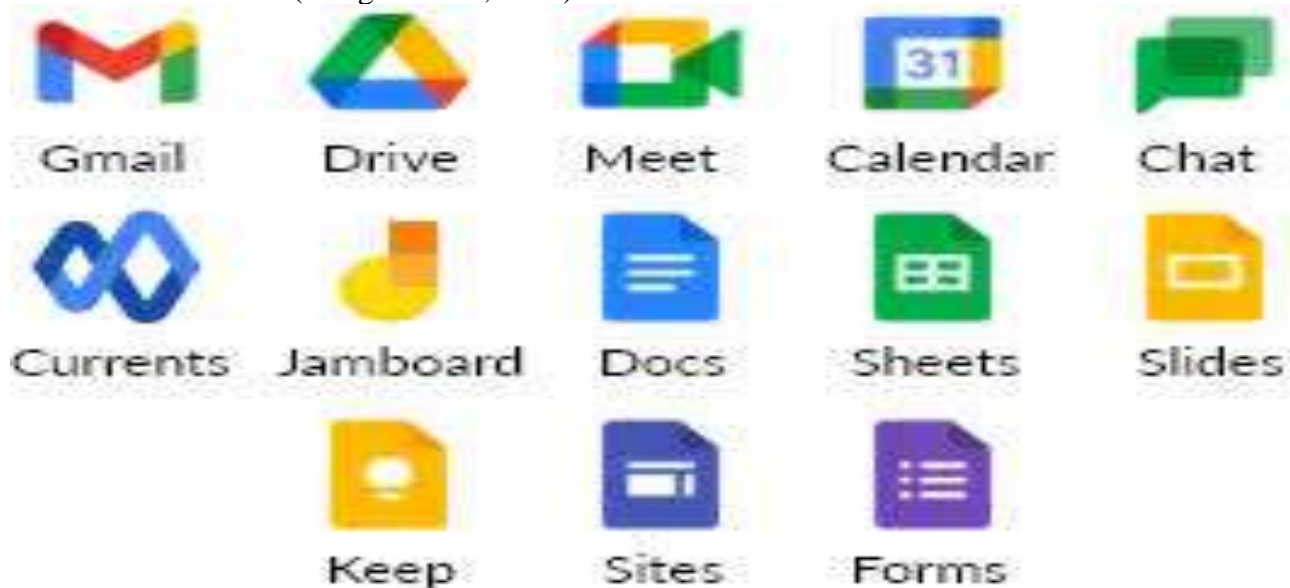


Figure 1: Images of some Google Tools

Gmail

Gmail is a web-based email service launched on April 1, 2004. With over 1 billion active consumer users worldwide as at February 2016 and currently, there are over 2.5 billion active Gmail users worldwide. This accounts for approximately 30.9% of the global population ((Frederic, 2016 & Mileva, 2025). Gmail has been a foundation of digital communication for years, solidifying its place as one of the most widely used email platforms worldwide. It has become popular for giving users large amounts of storage space (Clay, 2013) and for having threaded conversations and robust search capabilities. (Isaac, 2012 & Bram, 2012). Gmail comes with additional features designed for business use, which include: Email addresses with the customer's domain name, 99.9% guaranteed uptime with zero scheduled downtime for maintenance, 30GB of storage space, 24/7 phone and email support Synchronization compatibility with Microsoft Outlook and other email providers and support for add-ons that integrate third-party apps purchased from the Google Workspace Marketplace with Gmail (Dieter, 2017).

The crowned glory of this tool is that one having a Gmail account is leverage to accessing other Google products and their features as there is no need to create many Google accounts to use many products. Gmail service offered by Google since 2004 and it is a very easy and fast medium of communication and data transfer. Gmail is useful for libraries to create new library services and for smart library management. As for library management concerns fast communication with vendors, requesting for catalog or publishers list, placing orders, demanding bills, reminders for that are very easily done with Gmail. To send the new arrivals list to students and faculty, library notices, reminders for due date, article related to research interests should be sent by Gmail for creating new library services.

Google Drive

Google Drive is one of the Google tools launched in 2012 for file storage and synchronization service. It is described as a place where one can create, share, collaborate, and keep all ones stuff (Sundar, 2012). The tool is designed in such a way that users can upload any type of file to the cloud, share them with others, and access them from any computer, tablet, or Smartphone. Users can also sync files between their device and the cloud with apps for Microsoft Windows and Apple makes computers, and Android and iOS smartphones and tablets. As an offshoot of the Google Workspace, the tool is further endowed with additional features as it is designed in such a way that there 30GB, 2TB as well as 5TB for each users thereby having unlimited storage space, Advanced admin controls and Audit and reporting insights for Drive content and sharing. All, depending on the plan subscribed for by the user. In the context of the library, Google drive is seen as a very helpful product for smart library management and to maintain library records systematically. All the library records, reports, User lists, various activity reports, bills images, purchase records, can be stored on Google drive year by year folder or by headings depending n what the librarian wants..

Google Scholar

Google Scholar is a freely accessible web search engine that indexes the entire text or metadata of scholarly material on a range of publication formats and disciplines. There are number of e-resources available on Google scholar. Google Scholar Index includes the most widely reviewed online academic journals, books, conference papers, theses and dissertations, preprints, abstracts, technical reports, and other scholarly materials, including court opinions and patents. Google Scholar allows users to search for digital or physical copies of articles online or in libraries. Most of the researchers are searching literature on Google scholar for review of literature purpose. It is user friendly interface and freely accessible to the users by 24x7 hours from anywhere and anytime. During Covid-19 period most of the users accessed the current articles and journals on the Google Scholar.

In other words, Google Scholar is a conglomeration of scholarly articles published in professional journals, book chapters, as well as conference papers, technical reports, theses, pre-prints, post-prints, abstracts and court opinions. Google Scholar automatically includes scholarly works from Google Book/search. To the library, Google Scholar is a veritable tool for selection and acquisitions of both journals and books. The obvious is that the tool, houses best of authors and publications in different fields of study, therefore, should be seen by librarians as reputable and reliable selection tool.

Google Meet

Google Meet is a standards-based Video Conferencing application, using proprietary protocols for video, audio and data trans-coding. Google has partnered with Pexip to provide interoperability between the Google protocol and standards-based SIP/H.323 protocols to enable communications between Hangouts Meet and other Video Conferencing equipment and software. In other words, Google Meet which was formerly known as Hangout Meet is a video-communication service developed by Google. It is one of the two apps that replace Google Hangouts & Google Chat. The service was so to speak, launched as a video conferencing app for the 300 participants. . While Google Meet introduced the above features to upgrade the original Meetings app, some standard hangout features were denied, including viewing, calling and chatting at the same time. Google Meet features include dual and multi-way audio and video calls with resolutions up to 720p, including chat, call encryption between all users, audio filter cancellation, and low-light mode for video. During Covid-19 most librarians from developed nations and some developing nations, conducted webinars and meetings on Google meet. Suffice to say, that Google Meet is software provided by Google that is so user friendly to meet one time library users need. This implies, that Google Meet will serve as a good medium for library management meetings as well as a tool of disseminating library policies to library staff breaking the barrier of distance and space and at the same time, saving time.

Google Docs, Sheets and Slides

As revealed by Sam (2007), Google Docs, Google Sheets and Google Slides serve as word processor, a spreadsheet and a presentation program respectively. The three programs originated from company acquisitions in 2006, and are today integrated into Google Drive as part of the Google Docs suite. They all serve as collaborative software that allow users to view and edit documents, spreadsheets and presentations together in real-time through a web browser or mobile device. Changes are saved automatically, with a revision history keeping track of changes. *PCMAG* (n.d) There is also the capability to set user permission levels to designate who can view, comment or edit the document as well as permissions to download the specific document.

In June 2014, Google introduced Office support in Google Docs, Sheets, and Slides without the need for file conversion (Ryan, 2014) Writing for Tech Crunch, Frederic Lardinois wrote that "Google is clearly positioning its apps as a more affordable solutions for companies that need to occasionally edit Office files"(Frederic 2014). As part of Google Workspace, Google Docs and Slides come with additional features designed for business use, including unlimited revision history. Google Workspace also has garnered a strong following in education, with over 70 million users by 2017. Google Docs includes digital library Documents, Spreadsheets, Drawings, Survey and Presentation applications and files, Document collaboration and publishing capabilities, newspaper clippings, syllabus, institutions repository documents, current articles and journals, students projects and dissertations

Google Forms

Google Forms is a tool that allows collecting information from users via a personalized survey or quiz. The information is then collected and automatically connected to a spreadsheet. The spreadsheet is populated with the survey and quiz responses. In other words, Google Forms is a survey application (Google, 2019), that features all of the collaboration and sharing features found in Docs, Sheets, and Slides, which as well It can also be used to create quizzes, including some specialized functions that are of use in educational settings.

Considering the features of Google Forms therefore, its use in library will definitely enhance, timely taking of feedback from users, analysis of the feedback and suggestions and this will improve library services along with the Librarian's routine work. The underlying factor is that with Google Forms, feedback taking is made easy and the preparation of questionnaires about the library system, and every other form of questions preparation and analyses are made very easy with when compared to the manual procedure

Google Sites

Google Sites is a creation tool that allows multiple people to create and edit websites, without requiring coding knowledge or other web design skills. It was introduced in February 2008 in an effort to helping customers "quickly gather a variety of information in one place – including videos, calendars, presentations, attachments, and text – and easily share it for viewing or editing with a small group, their entire organization, or the world.(Google Press, 2008)

If one considers the fact that website of any organization is the best and authentic source of information and it is accessible worldwide. It implies that with the aid of Google sites, libraries can develop their websites or have already developed updated. As obtainable in professionally developed websites, Web Sites have many features for designing and creating standard website which the library can leverage on. These features allow for the creation home page and subpages, adding logos and photos or text content, uploading videos and giving links, dropdown menus, visitor count among others. With this app also, the library is privileged, to develop an updated website of the library. Upload overall information about libraries like library collection, services, facilities, membership procedure, rules and regulation, library events and e-resources

YouTube

YouTube is an American social media and online video sharing platform founded by Steve Chen, Chad Hurley, and Jawed Karim, three former employees of PayPal in 2005 and purchased by Google in 2006. In its present state and global utilization, YouTube is better explained as a free video-sharing website where users can upload, watch, and share videos. It's a social media platform that's become a big part of online culture. As of January 2024 revealed Wikipedia (2025), YouTube had more than 2.7 billion monthly active users, who collectively watched more than one billion hours of videos every day.

Creating a YouTube channel for the library is also the best way to reach all users and to enhance library services. Library induction program, Introducing new services and facilities, technological advancement in library science fields for example robots in the library, automatic check in-check outs, book summary videos can be uploaded on the YouTube channel. Users who wanted to know about the library they can see these videos on the channel and get information through the authentic source. Whatever videos related to the library and reading can be put on this channel. YouTube can also be used by libraries and librarians to carryout sensitization campaigns, in the teaching of use of library, carryout current awareness services (CAS) and book exhibitions among others

Google Contacts

As the name denote, Google Contacts was designed for the organization of users' contacts. In the library using Google Contacts will facilitate the organization of library users contact knowing that Contacts list helps organizing users contact information as well as sending the current library information, news and activities to the library users. With it also, librarians can create social media groups through which library services, news, activities, notices and information will be sent to the groups resulting to quick responses from the group thereby creating a smart library and smart users. Furtherance, with Google contacts, users contacts will be better preserved and maintained as it will ensure accurate users data preservation and contacts can be easily traced.

Google Calendar

Google Calendar is an online calendar intended to help keep track of time and schedules. It was launched in April 2006, and integrates with Gmail for users to easily add events from email messages directly to the calendar (Carl, 2006). As part of Google Workspace, Google Calendar comes with additional features designed for business use, including: Smart scheduling of meetings, where the service finds available times and appropriate locations based on coworkers' schedules, Public calendars for consumers to see a business's upcoming events, Calendar integration with Google Sites, Easy migration from Exchange, Outlook or iCal, or from .ics and .csv files and Ability to see what meeting rooms and shared resources are available (Google Cloud, 2016).

With Google Calendar libraries can organize their daily activities, book remainders, library notice, library news, library holidays, library festivals (like Reading day, librarians day, book day, copy right day, teachers day etc) of the library. It is indeed, a collaborative tool where one can share meetings with others and it syncs all the popular mobile platforms which makes access easier. Google Calendar can also be used to organize a calendar of library events where special and important days can be added. The librarian can inform the student in the schedule

Google Meet

Google Meet is a standards-based Video Conferencing application, using proprietary protocols for video, audio and data trans-coding. Google has partnered with Pexip to provide interoperability between the Google protocol and standards-based SIP/H.323 protocols to enable communications between Hangouts Meet and other Video Conferencing equipment and software. (VideoCentric, 2018). As explained, Google Meet (formerly known as Hangout Meet) is a video-communication service developed by Google. This is one of the two apps that replace Google Hangouts & Google Chat. The service was unveiled as a video conferencing app for the 300 participants described. While Google Meet introduced the above features to upgrade the original Meetings app, some standard hangout features were denied, including viewing, calling and chatting at the same time. Google Meet features include: dual and multi-way audio and video calls with resolutions up to 720p, including chat, call encryption between all users, audio filter cancellation, and low-light mode for video. During Covid-19 most of the librarians are conducted webinars and meetings on Google meet. It is user friendly software provided by Google to meet one time library users on the Google meet

Google Blogger/Weblog

Generally, Blogger as explained by Profile Tree (2024), is a hosting website that allows one to publish ones content to the Internet in a space designated just for the person. Ultimately, it is a website hosted within another larger website. Google Blogger, also known as "Weblog," on its own, is a free online platform owned by Google that allows users to create and publish their own blogs, essentially online journals where people can share thoughts, ideas, and information on various topics through regularly updated posts, often including images and videos, with the ability

for readers to leave comments; it's considered a user-friendly way to create and manage a personal or professional online presence.

To this end, with the enabling features of Google Blogger or Weblog, libraries can leverage on it by utilize it in creating library websites. In that, a customized, hosted blogs with technical knowledge can be used to features library activity photos, newspapers clippings, syllabus papers, library services, library new arrivals, publications, library activity, library current services, library committees, library staffs, library collections, contact us and other library services and activities publishing, comments, group blogs, Blogger profiles, and mobile-based postings among others.

Google Chat

Google Chat is communication software developed by Google built for teams that provides direct messages and team chat rooms, similar to competitors Slack and Microsoft Teams, along with a group messaging function that allows G Drive content sharing (Google Docs, Google Sheets and Google Slides). This tool can be utilized by libraries to send messages to their staff when the need arises and can also be used for unit and departmental meetings. It is pertinent to state that Google Chat is one of two apps that constitute the replacement for Google Hangouts, the other being Google Meet. All the same Google did shut down Google Hangouts on November 1, 2022 and migrated all its users to Google Chat (Forristal, 2022).

Google Analytics

To calculate the effective use of any library service is more important to the survival and improvement of that service. Google Analytics is an effective measurement tool to know the usefulness of service. It provides usage statistics of website traffic. We can measure how many users use library OPAC, use of library website and blog, use of institutional repositories with the help of Google analytics.

Google Books

This product was launched by Google in October 2004 on the Google books platform. Google provided full-text books, magazines that Google has scanned and converted to text using OCR and make them available on Google books. This tool can be used in library selection and acquisitions of books thereby enriching the library collection development.

Google search

When it comes to internet search, it will not be surprising if one hears that Google Search rules. This is because; no researcher can deny the use of Google search engine. The emphasis is that Google search is the most used search engine worldwide. Presently, Google has become one of the best if not the best information seeking tool. With Google Search whatever term sought for derives it result from all over the internet, on maps, news, images and videos as well as in other formats related to the searched term.

To this end, librarians can liken the Google Search to the OPAC advanced search in which the search reveals to the library user materials available on a particular subject or field. Using Google Search by libraries and librarians will keep them well informed of every available information and materials that may be needed by the library users. In other words, Google Search will serve the library effectively as an Online Cataloguing tool, as information can be obtained using any subject heading ranging from the author, title to publisher and even in so cases, phrases. It will further serve better in reference and referral services as well as for selective dissemination of information (SDI) among others.

Google Translate

Google translate is a very good tool to develop the communication skills of users. Google provides this service in more than 100 languages which are very useful to learn English communication skills. With Google Translate, libraries can create various reports in regional language regarding library activity which is very necessary in the present dispensation where IFLA emphasis has been on indigenization of library collections and other services.

Google Maps/Earth

Google Maps/Earth can be used in many different ways in a library. Since its launch in 2005, Google Maps and Google Earth have had an enormous impact on the way people think, learn, and work with geographic information. One of the simplest uses of Google mapping technology can be illustrated by visiting several library websites. Many libraries have embedded Google Maps into their website as either a webpage header. Google Earth and Google Maps are popular among library staffs who work with GIS and/or map collections. By using Google maps tool many libraries develop a new collection of various maps. The University of North Carolina Library has geo-referenced several historical maps and made them available for viewing as an image overlay in Google Maps. The University of Waterloo Map Library is one example of a library that had digitized its historical air photo collection and made the images available in KML format for Google Earth usage.

Google Cloud Search

As revealed by Brent (2017) and Jordan (2017), Google Cloud was introduced in February 2017 as a tool that enables a "unified search experience" in Google Workspace. The unique feature is that Cloud Search lets users search for information across the entire G Suite product lineup and users can also search for contacts, with results including the person's contact details, as well as events and files in common. The Cloud Search mobile app features "assist cards", described by Google as "a new way to help you find the right information at the right time. Using Google's machine intelligence technology, these cards can help you prepare for an upcoming meeting or even suggest files that need your attention". Google states that Cloud Search respects file-sharing permissions, meaning that users will only see results for files they have access to. This tool like the normal Google Search if applied by librarians will enhance SDI services but above all, its

specific search for subject and accessibility of only files sought for placed an edge over normal Google search which is also an advantage for the librarians in information selection and acquisition.

Skills

Every new technology comes with its associated intricacies and modus operandi therefore requires special skills to effectively manage it and reap to the fullest the accrued benefits. The situation is same with all Google tools that form the block of Google workplace. As revealed by Dempsey (2017), librarians' access to and skill and familiarity with using databases and catalogues, indexes and reference works was what made them the specialists in information retrieval. To this end with emergence of Google workplace and its associated tools, library users expect librarians to find information for them with ease the same way it could be on Google or any other search engine. Now librarians are told that folks expect to seek out things at the library within the same way as they find things on Amazon, iTunes, and Google. It is in reaction to this development noted Calhoun (2006), that many libraries more so those of developed nations are today forming their catalogue more 'Google-like' with one search box and relevance ranked results as well as with supported keywords. As expressed by Cirasella (2007), answers to queries will be better provided by librarians using Google and also to conduct more effective searches will be more fruitful with Google. To this end, some librarians advocate welcoming Google into the reference interview, not only to require advantage of Google's search function, but also to require advantage of the connection those patrons already have with Google, a relationship which they assume is positive (Rathod & Nawale, 2021). Inasmuch as librarians are asking for the introduction of Google into certain library services, it pertinent to state that to whom much is given, much is expected, as the utilization of Google tools for the enhancement of library services requires that librarians acquire the desirable skills for optimal gains.

When staff job productivity is concerned, the general notion is that, only a skilled staff that can efficiently and effectively perform a given task. The underlying factor is that, it is only when librarians are skilled in the utilization of Google tools that they can perfectly utilize to the best those Google tools that can enhance library services. The implication is to cope with the ever-changing global digital ecosystem, the librarians as professional must be a skilled in all facet of contemporary technologies which Google tools are part if they are to harness to the fullest the gains of these Google tools that are relevant to library services.

Skills Required by Librarians for Optimal Utilization of Google Tools

In the first instance, in line with digital world, librarians should in its entirety acquire holistically every trending Technological skill that will give them, the leverage to handle all sorts of information and communication technologies as well as other technologies powered by computer. In this regard, Librarians are expected to acquire the following skills for efficiency on their jobs

Computer skills

Librarians efficiency in computer operations and use of Information and communication technology should be nothing short of excellence as having these skills will place the librarians in a better position to utilize and master bar code technology, radio frequency identification (RFID), create database and even design web pages among other things.

Google Workplace Skills

Generally, librarians should have mastery knowledge of Google Workplace and the needed tools as well as how they operate and how they should be operated for optimal results. These skills can be acquired by registering with Google classroom and follow the tutorials on each tool.

Internet and Networks Skills

Librarians should also have not just the basic skills on internet operations and networking but should also master the intricacies and the components of networking in a digital world more so in the areas of LAN, MAN, and WAN as well as using of internet and network protocols like TCP/IP, UDP, SMTP, HTTP, FTP among other devices

Information Retrieval Skills

There is no gain stating that ultimately, librarians as information managers and custodians of knowledge that are professionally bound to providing retrospective searches, ready reference services, bibliographic services, selective dissemination of information services are duty bound to acquire and develop the desirable information retrieval skills both annually and digitally as not to be found wanting and to remain relevant in a digital ecosystem and otherwise.

Basic Skills

Digitalization of library services has not in any way changed the primary roles of libraries and librarians as technology is only a support to effective library services. In this regard, it is a sine qua non that librarians should mandatorily acquire the general skills required of all professional librarians such as classification and cataloging of documents, indexing and abstracting. It is when they know by librarians, that they can also translate same series digitally

Managerial Skills

Librarians as managers of information and people being the icon of social institution are also expected to acquire managerial skills in handling humans and time as to be able to deliver and serve their clients satisfactorily in a digital ecosystem which the Google Workplace represents.

Communication Skills

If there is anything a librarian should be known for, it should be, possessing the best skill in communication. Unfortunately, many librarians lack these skills. As professionals, librarians should have the skill to effectively communicate about books, journals and other resources,

sending E-mails, FAX and postings on Bulletin Board and be disposed to translate changes in the digital world to the benefit of the library by effectively communicating such transformations and at the same time being able to transfer the desired knowledge to the users through effective communication for optimal utilization of every digital information tool in the library.

Preservation Skills

The days are gone when libraries are seen as the warehouse of books and other information materials. With the advent of ICT and the information superhighway- the internet, the growth of information is just at a supersonic level and no print material can accommodate such. The digitization technology has penetrated in the current era of library preservation. The librarians need to have knowledge of cryptography, firewall, and different anti-virus software for prevention and preservation of E-Resources in an era of high-level cyber insecurity.

CONCLUSION AND RECOMMENDATIONS

From the review and identified purposes behind the creation of Google Workplace with its all famous Google productivity apps otherwise called Google Tools and their features, one can deduce that underfunding cannot be an excuse for any library especially those in developing country like to Nigeria not to operate smart library. Going by the features of the Google tools, Libraries and librarians have effective tools in Google to offer to her teeing users' various services in this digital ecosystem with at hindrance. This is because with a library creating a corporate or the librarians creating personal Gmail account the accessibility of all Google products and tools are their bake and coin and with these tools libraries and librarians can attract more patronage and at the same time enhance services provided. Furtherance librarians should understand, the worth of any library is assessed based on how the users are satisfied with services provided therefore with Google Tools, it is an opportunity for libraries and librarians to think outside the box not just as custodians of knowledge and driving access to knowledge (information managers) but as enquirers, information creators and knowledge builders in tandem with the dynamic digital ecosystem with the mindset of being more productive, impactful to users and collaborative with the digital world in the spirit of team work .

In all, libraries and librarians should bear at the back of their mind that the gains of Google Workspace is built on the fact that it embodies our vision for a future where work is more flexible, time is more precious, and enabling stronger human connections becomes even more important. The vision is to bring to life together with everyone including librarians. In this regard, it is suggested that:

- Librarians with the support of library management should be trained on how to manage and utilize to the fullest various Google Tools. Google classroom is a handy tool to acquire the desired knowledge.

- Apart from the usual skills acquired by librarians through formal library school training which qualifies them as librarians, librarians should through in-service training be equipped with managerial, human relations and digital information management skills in line with trending technologies.
- All university library website should be Google connect as to have all staff create a Gmail account with which they can access all Google products and the library should as well create corporate Gmail account and link with which all staff should be mandated to utilize Google Scholar tool to enhance the university visibility online and quick staff identity verification.
- When it comes to skills, librarians as social workers serving heterogeneous audience should be ubiquitous therefore should on their own, endeavor to acquire all the skills as listed in this paper so as to enhance their working capabilities and better positioned to provide the best of services to their users.

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