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Abilities and Skills of ICT for Library Professionals

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Abstract – For everyday routine operations, as well as for study and academic programs, library professionals require different knowledge resources (information communication technology). The new information communication technology devices have resulted in the accelerated dissemination of awareness and have changed the practices of study and academic library information handling in India. In this report, we addressed the usage of ICT resources, ICT and library facilities, ICT skills and competencies for library staff, digital library initiatives in India, and concluded that successful use of information technology in libraries conveys the happiness of users.

Keywords – ICT, Library, Project, Competencies

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INTRODUCTION

In all forms of libraries, knowledge is a valuable resource, but most libraries also do not use the ICT resources that are necessary for developing, collecting, consolidating and transmitting information. In this one-way method, information can be interpreted as a vertical and non-interactive mechanism by which people communicate or more notify facts, information or ideas to a greater number of recipients where the recipients remain passive, whereas contact is a two-way process through which the receiver is often a sender or giver and is thus a horizontal process marked by interaction, w While knowledge has precedence over contact, communication is the technology that allows communication more immersive and desirable (Savio, 1990). The rapid advances in Information Communication Technology (ICT) have established a strong base for the innovative improvements in the capability of university libraries and information centers around the world to manage information. ICT entails the collection, encoding, preservation, retrieval and distribution by means of computers and communication systems of information. Information communication technology often involves repro-micrographic technology, the development and usage of databases in a diverse and immersive university learning environment, in addition to electronic technology, software technology, graphical technology, network technology, telephone technology, barcode technology, online technologies, etc.

The advent of advanced networking networks or the internet is one of the most significant effects of ICT, requiring a big change in the position of academic libraries from the ownership model to the access model, from print to electronic media, from libraries as repositories to libraries as access points, and from material selection to information review and repackaging. The transition from paper to digital content has a huge influence on libraries, information centers and other organizations that are specifically engaged with information retrieval. The capacity of computers to execute high-volume error-free routine activities at rates far faster than humans, along with the new advances in the field of computation, telecommunications, networking and data sharing, have given access to knowledge at all times and wherever possible. Librarian now plays the function of mediator in an academic atmosphere between the large network of services and its users and library, an entry point that offers access to numerous types of knowledge resources.

USE OF ICT TOOLS

As advocated by information and communication technology (ICT), the advent of the information revolution has encouraged libraries to formulate viable methods for better delivery of services. The library uses different technology in order to provide its users with information. The following are several of the ICT instruments which are essentially used for various communication purposes:

Communication Technology

Emails are the easiest way to connect formally; they are the best ways of transmitting notes and knowledge in an electronic way. Revolutionary improvements have been seen in connectivity, so it is possible to transmit or obtain various forms of information from any corner of the planet within a

fraction of a second, such as personal note, text, article, computer programming files, photographs, sound, etc. This is the most helpful method for multiple forms of correspondence at present (personal, official communication, etc.). This method may be used at the proper time to include the necessary detail. Libraries are actually utilizing this live tool to support library users; essentially, renewal or return (check-in) of library materials is demanded via this. It can also be considered for quicker knowledge as a medium.

Voice mail is the emergence of mail technology in a modern and imaginative manner. We may even say so as an alternative to the technology of email. It helps to send the email from the speech instantly.

The telephone is used by people to provide immediate contact. Users usually inquire about the facilities and availability of the reading space for their requests. They also use the telephone for advance booking of carrels for the sake of reading and study.

Rouse (2006) defines fax (short for facsimile and often referred to as telecopying) as' the telephone transfer of scanned-in printed content (text or images), typically to a telephone number connected with a printer or other output unit.' A fax machine that handles material (text or images) as a single set graphic image is used to scan the initial paper, translating it into a bitmap. In this digital type, via the telecommunications system, information is conveyed as electrical signals. The receiver fax translates the encoded picture and prints a copy of the text on paper." This technology lets us provide different services, including submitting an official message, calling the buyers, etc.

Video-conferencing is described as 'any means of using computer networks to transmission audio and video data between two or more participants from separate locations. For starters, a video conferencing device that operates point-to-point (two people) is just like a video phone. Each participant is fitted with a video camera, microphone and speakers on the device. When the two participants talk to each other, their voices are broadcast across the network, and conveyed to the speakers of the other participant, and whatever pictures show on the display of the other participant (Beal, n.d.)" The resources are used to perform user orientation for students in rural locations for diverse purposes in library events. Basically, it is important to use this technology to instruct citizens on the usage of services while they are outside of the campus research at other universities under the student exchange scheme.

Internet: this is the ICT's key part. It is essentially a network of networks which connects the computers. The Internet is the networking platform that utilizes numerous online platforms.

Remote Control Technology

A forum for working with a distant computer device is provided by remote control. This is a significant technical advancement. With this technology, some kind of facilities far from the destination can be conveniently introduced. The ICT is commonly used to remotely monitor, communicate online, exchange desktops, video conferencing, and file transfer to other devices. TeamViewer is an example of remote surveillance applications.

RemoteXs Technology

Tech bright Pvt. Pvt. RemoteXs has been described as 'a single-window portal for everywhere, everywhere, to reach all e-resources subscribed to it. It has the capacity to provide safe entry, along with subscribing e-Journals, eBooks and all other e-Contents to the distributed e-Resources of the university. It empowers universities to consistently imbue teaching and student study principles and to take effective action to build up their own information base." This technology is very beneficial while students are off the campus and wish to use study and learning tools from their universities.

Social Media

The focus for fastest distribution has been social networking such as Facebook, Twitter or Blogs, etc. For the promotion or advertisement of its e-resources, most libraries utilize these social platforms. Blogs are basically used to disseminate a brief library correspondence, whereas Facebook is the most useful ICT medium for all sorts of distribution of knowledge. Now, the ongoing tv show Facebook Live has a very interesting part to play.

ICT AND LIBRARY SERVICES

The following library services can be rendered using information and communication technology (ICT):

On-Line Public Access Catalogue (OPAC)

The art of library cataloging has been revolutionized by ICT. The holdings of the library collections can be accessed by OPAC users. It decreases the expense of holding a list of libraries. It also replaces pen and paperwork and helps to prepare the union catalog. OPAC is the best way to obtain the collection details, weekly newcomers and latest library acquisitions.

Reference/ ILL Service

The reference service has been quite easy by utilizing machine and internet technologies. Various kinds of knowledge services are accessible on the internet to include uses of information needed, such as encyclopedia, indexes, dictionaries, databases, online library book catalogues, charts, biographies, patents and online information resources.

Questions are addressed by telephone in the guide segment. Library employees use the Internet and e-mail infrastructure with ready referral programs. The machine provided the guide segment with great ease. In comparison services, the role of technology is as follows:

- Library employees address users' needs by multiple electronic tools, such as a spreadsheet, index library database, folders, etc.
- Services for users concerning knowledge accessible on the Internet after distribution through the device are often offered as a reference tool.

Reprographic Service

For text replication, reprographic technology is used. It is now really convenient and usable to use technology, photocopy and reprint the papers. Printed papers are translated into digital form in this technology and then photocopied. Computer and software are required for this function. This facility is available for photocopying certain books, newspaper papers or other records by library customers.

1. Selective Dissemination of Information (SDI) Services

The investigator said that "SDI requires utilizing the machine to pick those that are of importance to one of several users from the flood of new papers. The reverse of knowledge collection can be thought of as this method. A consumer is searching for a file of records in order to retrieve details. The request for a standing user file in SDI is precipitated on a paper." The profile and user document are assembled and synchronized via the machine. Different online data bases, multimedia services and other items are accessed and selected according to the criteria of the customers or field of interests and the required content is eventually submitted to library users.

2. Delivery of papers

Owing to the budgetary difficulties, the institution has trouble accessing all forms of materials published worldwide. Therefore, the sharing between libraries of resources including books, ratings, etc. is quite significant. Computers and the Internet have provided a significant improvement to DDS to solve these issues. This medium translates the first text into a digital type, which can be delivered via electronic mail to users everywhere. The collection content for reading such as electronic periodicals, records etc. may even be circulated on request to consumers.

3. Service of bibliography

The machine allows it easier to utilize bibliographical facilities. Bibliographic resources are also provided to library customers through libraries and publishers. The collection of analysis sources can be used for bibliographic applications such as EndNote, RefWorks, Zotero and Mendeley.

4. Service of Translation

With the assistance of ICT, mechanical translation is carried out. Various online resources may be used for this purpose, such as the Sablefish and Google translators, to translate from foreign languages into English and vice versa.

5. Database Search Guide

Currently, databases have been the key subject of the analysis issue for different purposes. Through their studies, scholars use databases tremendously. In the ICT setting it becomes incredibly convenient to scan and download online tools or data from the archive. Libraries usually include details on the search index through the website of the library. The quest guide assists scholars and science and learning faculty.

ICT SKILLS AND COMPETENCIES FOR LIBRARY PROFESSIONALS

The complex library and knowledge field climate emphasizes the need for practitioners in the academic library to be versatile and adaptable to change. Efficient web-based control of the resources and internet facilities involves a certain amount of expertise and skills for skilled librarians to fulfill multiple teaching and student needs. They must support the research community to collect knowledge by creative approaches. The basic upgrade of the typical librarian's current skills might not be adequate. The expertise and way librarians think and behave can need a full transformation. The university libraries must extend their facilities and programs via the Internet and WWW network by creating initiatives to draw more libraries to customers, as users will already be prepared to obtain the required knowledge beyond the library walls.

In recent years, after advances in information technology, numerous expertise tests in the sector of libraries and information studies have been carried out. In the majority of these reports, the common skills necessary by LIS practitioners are involved. One of the key competence reports, entitled Competencies for 21st Century Special Librarians, Updated June 2003, was undertaken by the Special Libraries Association (SLA). Two major skill forms were defined by the SLA. For any library or

knowledge specialist, there are two main competences.

Technical expertise in information resources, information control, infrastructure, administration and study relevant to the unique librarian knowledge, as well as the capacity to utilize these knowledge fields as a base for the provision of library and information facilities. In addition, four main abilities, each accompanied by unique skills, involve technical skills:

A. Knowledge Technology Agencies

B. Information Systems Control

C. Computer Services Administration

D. Tools and Technology in Information Application

The abilities, behaviors and beliefs of individual librarians include the capacity to act effectively, to be effective communicators, to concentrate on ongoing learning during their employment, reveal the value-added significance of the efforts of librarians and to continue in the area of new work.

The OCLC-sponsored Site Junction has collected competency declarations concerned with a large variety of library activities and resources. This covers the supervision of libraries, infrastructure (core knowledge and competencies in systems and IT) and human/international skills.

If an organization is effective, certain leadership qualities and careful management strategies are necessary. Academic librarians must learn the expertise to work successfully in broad and highly competitive bodies.

Significant expertise in library management

- Effective financial control by sound financial judgement and company.
- To express the importance of the library to university officials, utilizing effective business and management methods.
- Encourage the library as a hub for group lifelong learning.
- Keeping strong public relations for all involved parties by cooperation and supporting facilities in the library.
- Preserve a physical space that is user-friendly and secure to allow the library to access the university.
- Keep an understanding of new laws and regulations that can concern library facilities, management, and up-to-date staff contact policies and procedures.
- Understand the underlying marketing concepts and the application for library resources
- By developing career strategies for workers, the libraries must assist the technical and personal development of individuals employed within the knowledge organisation (knowledge, skills, abilities, behavior, and attitudes).
- Human resources management significantly improves efficiency, and is critically necessary in order to fulfill the purpose and aims of the library.

Personal and organizational abilities

The skilled librarians must learn strong listening skills to aid in establishing good ties with colleagues and users. Librarians must predict and keep users aware of their desires and expectations by way of usage surveys, complaint reports and other methods.

Developing leadership knowledge helps build successful ties and accomplish shared objectives for other library employees.

Professionals in library should recognize the value to all levels of library function of lifelong learning and vigorously pursue personal and company development by on-going schooling.

In the university library setting, the librarian must be conscious and strive to provide resources to better the higher education (its intent and purpose) and the interests of students, staff and researchers. Librarians must be informed of, new and current information services in all formats layout, organization, design, administration, distribution, usage and storage. The competence of professional resources would be the focus of the information that facilitates selection within the library, and study and doctrine within the university. The creation of e-resources in the field of knowledge has now taken on a leading role. Increased technological services are also distributed to research establishments and librarians. In addition to offering technology to customers, university libraries will have essential positions in developing modern database structures in order to process, disseminate and retain information independent of format. The typical library holdings would have to be acquired, made available and maintained at the same period as novels, serials, sound records, charts, videos, photos, archives, manuscripts, etc.

Expertise of electronics

Because technology has saturated both the processes and service levels of the library, the library professionals in a school must foresee evolving customer needs and adapt and implement new skills

and knowledge. Some of the essential technical skills that an academic librarian requires are mentioned below.

- Awareness of specific IT developments such as e-mail, internet and site search techniques.
- Technical knowledge, problem analysis and networking
- Experience of applications and operating systems
- Automation and control of library services;
- Web-based platforms such as journals, social networks, RSS updates, etc.

Other technical structures monitor the activities in a library, and the librarian should have ample knowledge, in addition to the core technological competencies. As many library resources, particularly in broad academic libraries, may be digitally formatted, a range of new skills and expertise is involved in the creation, collection, organization, administration and access to those digital resources. The expertise of the academic librarian must be built for the creation and production of online web-based resources and records. The latest layer of the content environment is being implemented through self-archiving of open-access archives, metadata harvesting, electronic records management, etc. In brief, webpage design, e-resource management, language work, network protection, intellectual property rights and copyright problems, etc. are all those competences that librarians in the modern digital world need.

DIGITAL LIBRARY PROJECTS IN INDIA

The Digital Library of India initiative, inspired by the Universal Digital Library project, was launched in 2002. The initiative is actually digitizing and storing books, while one of the potential directions is to conserve multiple forms of existing visual media, such as film, audio, etc. Digital India initiatives are the moves from conventional libraries to digital libraries, and it would be the future of e-books in India, with several digital library projects going on in India in the current scenario. Any of the initiatives are addressed in the same manner as under:

- Digital Library of India (DLI)
- Digital Library of Indian Institute of Management, Kozhikode
- ETD at Indian Institute of Science
- “KALASAMPADA" Digital Library
- Nalanda Digital Library
- National Digital Library of India (NDL)

CONCLUSION

The successful introduction of information technology in libraries conveys the happiness of consumers. The current situation needs updated technologies for library facilities that are quicker and more available. New innovations are increasingly being introduced, so there is a need to improve our expertise and capacities to provide improved library services. Resources from the archive must be utilized in vast numbers. The success of a library and a specialist in the library often relies on the standard of the service. The emergence of ICT is the latest model for extending the level of activity and facilities of the library. It is also unavoidable for library professionals to upgrade the technologies for their own life.

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