DIGITAL INFORMATION RESOURCE MANAGEMENT IN HIGHER EDUCATION INSTITUTIONS

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ABSTRACT

Higher Education Institutions (HEIs) are facilitating Teaching – Learning process through rich library resources. In present context, library access is carried out through digital equipments such as computers, internet, personal digital assistants (PDAs), to name a few. The digital information is very much core commodity in information resources. This article presents information relevant to digital information and management of digital information.

Key words: Information Resource Management, Digital Infrastructure Management, Library infrastructure, information technology.

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1. INTRODUCTION

Information is commodity. With higher information in hand the ability to explore opportunities is very high. Information Resource Centers (IRCs), known as libraries, are changing the trends of human life. The quantum of information available in resource center is ever expending especially e-resources collection is immensely expanding. The management of such information resource presents large challenge. In addition, the demand level of users for the digital information has undergone significant changes. Today’s changing scenario in the publishing and information technology fields have forced library and information professionals to accept the changing demands placed on the profession today. There is a marked shift from the need of information in academic quality to industry and business houses today. With this factors how can the library and information professional gear up to face the demand and changes? The Library processes need to be thoroughly restructured to meet the demand and challenges. There is a requirement of revisiting critical issues such as service quality, ability to meet pace of service delivery operational cost, human resource management and digital infrastructure management.

The nature of writing has shifted from single discipline to multidisciplinary subjects, the value of using management techniques for continuous improvement in quality and reliability has forced us to take a
serious view on how libraries and information centers the world over have to reorganize to meet the new challenges of the information technology, publication industry as well as the user demands. The only method is to completely rethink and reorganize library and information centers to gear up to the new challenges the 21st century.

India has embarked on the mission of skilling 500 million people by the year 2022. These 500 million people, mostly youth will need to be empowered with knowledge from books and journals. Hence the role of libraries will be crucial. The open question is how can we enhance the reach of libraries? The world over, few read them in the print form, mostly they hear the news on television or they read the newspaper in the digital form. Here again if users have access to the internet, they can read all the newspapers published in the world, read only the headlines or read only the business section and so on. In addition, we have numerous computer specialists who would package the information in any way one wants that the user call have a very select and a much customized version of the newspaper.

2. LIBRARY AND INFORMATION SCIENCE IN DIGITAL ERA
Libraries as a non-profit service industry developed their key product called information. To create a positive image, the library must demonstrate the marketing approach in such a way that it observed efficiency and effectiveness in LIS. Libraries with help of information technology experts should explore effective marketing strategies to excel in providing services to end users. This should also include one on one interaction with library users or “clients of Library”.

The Library infrastructure has very significant role in library services. All possible facilities should be extended to end users for ultimate benefit to Society. This could be inclusive of providing sufficient information technology support such as personal computers, laptop, e – resource storage facility, intranet, Internet, proxy services etc. For this reason, government and corporate world always give priority to development in all sectors. These days due to increased important of information in the society, the finance infrastructural projects including the IT sectors in the country.

2.1. Value Added Services
The services are the main back bone of the libraries which enhance the image of the library and the library staff. Library can provide following value-addition services to end users:

- Internet access
- Proxy access to journals
- Document scanning
- Selective Dissemination of Information (SDI)
- Web OPAC access
- Document delivery
- CD-ROM literature Search
- Multimedia access
- Audio-video viewing
- Faculty publications

3. BENEFITS OF DIGITAL RESOURCES OF INFORMATION

- The information is readily available to all end users. These users can be located in any geographical location of world. The information can be easily fetched through use of networking and internet.
- The Data extraction from digital resources in extremely simple and effective. The possibility of searching exact set of date is quite high in care of digital information.
- The Data / information can be downloaded or stored quite rapidly with utmost care.
The digital information can be presented in adequate form relatively in very fast duration compared to analog data. Graphical representation is most suitable for quick interpretation.

The access to the digital resources is very fast.

Electronic resources could be accessed in parallel. Multiple users can simultaneously access the information.

The storage of digital information is easy and it can be stored in large volume.

Training to end users becomes effective.

The quality of service can be significantly improved by means of digital resources.

4. CREATION AND MANAGEMENT OF DIGITAL RESOURCES IN INFORMATION CENTERS

One of the very first steps for effective utilization of digital resources is to implement automation in libraries. The primary requirements of generating digital resources are enlisted below:

- Library operations should be made computerized.
- Internet connections and computer networking facilities should be present in information resource center.
- High end workstations with CD/DVD read/write capability, printer and scanner facility, multimedia facility has to be installed.
- Remote access to library resources should be provided to end users.

**Figure 1 Sources of Digital Information**

Generally libraries will have four important functions, namely Acquisitions, Processing Issue-Return-Renewal and Reference services. Figure 1 depicts multiple sources of digital information collection. Library collection depends on the policy of its parent organization. Library collections on those days were books, periodicals, reports, maps and atlases. Those books were purchased based on its user groups. Library collection is categorized under three broad groups namely, Primary sources of information, Secondary sources and Tertiary sources of information.

**Primary Sources of Information:** These include journals, bulletins, transactions, proceedings, monographs, reports, patents, standards, trade literature, dissertations and some of the unpublished sources of information like diaries, letters, company files and research reports.

**Secondary Sources of Information:** Documents of these kinds contain organized repackaged knowledge, rather than new knowledge, secondary sources of information include periodicals, indexes, bibliographies, abstracting periodicals, reviews, treatises, textbooks and reference books.
Tertiary Sources of Information: These include bibliography of bibliographies, directories, guide to literature and non-documentary sources and other geographical sources of information are maps, atlases, gazetteers, guidebooks and globes.

5. CONCLUSION
The advent of internet facilities and availability of electronic or digital libraries overshadow the existence of traditional or conventional libraries. However, these technological advancements can completely change the shape of library resources and services. It is expected that library automation will surely help in increase of resource utilization.

REFERENCES