Information Technology

By

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Definition & Meaning

- Technology: A science and techniques of methods of dong or getting things done, related to an act, science or a particular profession.

- Information Technology (IT): *Macmillan Dictionary of Inf. Tech.* defines IT as "acquisition, processing, storage and dissemination of vocal, verbal, pictorial, textual and numerical information by micro-electronic based combination of computer and telecommunications".

Cont...

- Rajaraman, IT may be defined as "the technology which is used to acquire, store, organize and process data, which can be used with specified applications and disseminate the processed data."

- The technology means use of computers, telecommunications, Internet, application of softwares, micrographic, reprographic, and other electronic devices for storage, retrieval, reproduction and dissemination of information.

Need

- Planning and execution of activities

- Effective management

- Transmission of information

- Retrieval of knowledge

- E-learning

- Social, Economic and Political needs

- Research and Development (R&D)

Components of Information Technology

- Computer technology
  - Database creation & management
  - Library management
- Telecommunication Technology
  - Library networks
  - Information networks
- Reprographic technology
  - Photography
  - Microfilm
  - Optical/digital technology
  - Audio/Video

- Library technology
  - Classification
  - Cataloguing
  - CAS
  - SDI
- Technical communication
  - Technical writing
  - Editing
  - Publication

Characteristics

- Helps to avoid duplications of work in library operations.

- Facilitates cooperation and resource sharing among library networks.

- Helps improve existing services and to introduce new service.

- Allows integration of various library operations.

- Facilitates faster information communication.

- IT helps to increase the quality and range of services.

- Helps to improve productivity and image of the library.

- Save the time of user & staff

- Help in online retrieval system and create variety of databases

- Improve the efficiency of housekeeping operations

Application of IT in Library & Information Centres

1. **Library housekeeping operations**

- **Library Resource Management:**

   Helps in selection, ordering, processing of books

   Pre-order searching, Approval process, Issuing purchase orders and reminders, receiving and accessioning of documents, invoice processing and payment and Preparation of reports.

- **Indexing:**

   Computerized Indexes and OPAC.

- **Serials :**

- **User services:**

   Circulation of library resources (Issue and return of library resources)

   RF devices, optical scanners,

   Tracing of books issued, renewal and reservation of documents.

   Maintenance of membership records.

   Circulation statistics and Stock verification

Cont...

2. Information Services:

Information search services, Bibliography and indexing services, Inter library loan services.

Internet, making available e-resources, digital resources, CAS/SDI etc.
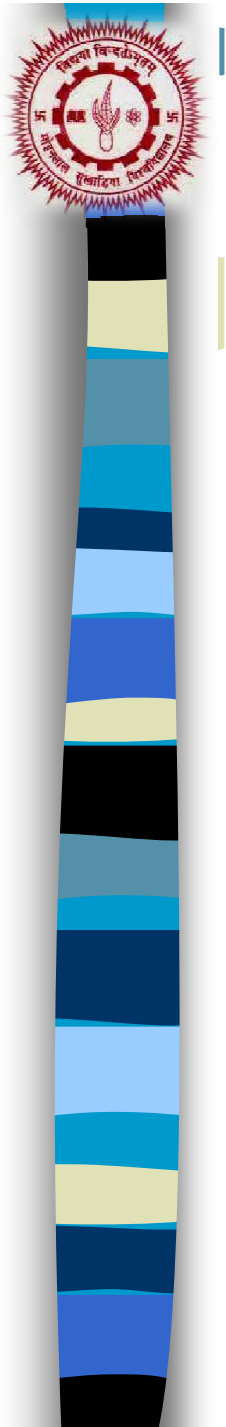
3. Library Networking:

The information sharing through computer networks and document delivery in the form of electronic media are helpful to the research scholars and teaching faculties.

Ex. INFLIBNET

4. Management Support Services:

- Budgetary control.

- Preparation of account.

- Generation of reports.

- Preparation of staff profiles.

- Maintenance of records.

- Preparation of staff profiles.

Thanks