

## **Digital Literacy Skills for Library and Information Science (LIS) Professionals**

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### **Abstract:**

This article focuses on the importance of specific digital literacy skills among Library and Information Science professionals, such as data literacy, information literacy, and technological literacy. These skills are crucial for effectively utilizing advanced tools such as data analytics, digital research platforms, and online social media platforms. The benefits and recommendations for advancing the Knowledge Society are outlined in this article. The benefits of digital literacy for LIS professionals are immense, from improved research capabilities to enhanced communication with patrons. Educational institutions, research Centres, and private companies must understand how to enhance these digital literacy skills. As libraries and information centers embrace technological advancements, there is a growing need for proficient digital literacy skills. This research is crucial as it will offer insights into the digital literacy skills required by professionals in this field and help meet the increasing demands of libraries and information Centres in the digital age. In today's world, digital literacy is essential for success in nearly every aspect of life. Library and Information Centres play a critical role in bridging the digital divide and ensuring all individuals can access the necessary tools and materials to enhance their digital literacy skills. Through technology, digital resources, and training programs, Library and Information Centers can help people of various ages and backgrounds acquire the skills to navigate the digital realm confidently and efficiently. In an increasingly digital society, the role of libraries in promoting digital literacy will become even more

crucial. Libraries play a vital part in our digital future by providing access and education to all and promoting digital inclusion for everyone. This study gathers data from secondary sources such as articles, journals, websites, research papers, and Social Media platform utilization in the field of LIC.

**Keywords:** *Library and Information Centre, Professional, Literacy, Virtual, Digital Library, Librarianship, Social Media.*

## **Introduction:**

Libraries and Information Centres have always been essential hubs for learning and accessing information. In today's digital age, they have a crucial role in promoting digital literacy. Digital literacy encompasses finding, evaluating, using, and creating digital information effectively and ethically. By offering access to digital resources, books, online databases, and digital archives, libraries help users develop their digital literacy skills. Additionally, they can provide technology training programs and workshops to help people become more proficient in using computers, the Internet, and other digital tools. However, their most important role is to reduce the digital divide. Libraries can bridge the gap between individuals with limited access to technology and those with more advanced skills, thus helping to reduce the digital divide by providing access to technology and training to underserved communities. Furthermore, libraries can promote digital literacy through their collections, offering resources such as books, online tutorials, and programs focusing on digital literacy skills. Overall, libraries play a critical role in promoting digital literacy by providing access to resources, technology, and training essential for navigating the digital world effectively and ethically.

## **Digital Literacy**

Literacy is reading for knowledge, writing coherently and critically, and thinking about the written word. Digital literacy encompasses effectively and ethically finding, evaluating, using, and creating digital information. Libraries and Information Centres are essential in promoting digital literacy through their learning and information facilities in the digital age.

Digital literacy is commonly defined as a soft skill, as it's less about one specific technology and more about the ability to learn and adapt to technology.

“Digital literacy is an individual's ability to find, evaluate, and communicate information using typing or digital media platforms. It combines technical and cognitive abilities to use information and communication technologies to create, evaluate, and share information”- Wikipedia.

“Digital Literacy refers to someone's ability to use IT and Digital Technology to find, evaluate, Create, and Communicate information,” by Matt Dunne.

## **Importance of Digital Literacy:**

- Digital literacy is a skill that can be used in various situations.
- To create a personal website or digital portfolio.
- Explain the technologies you use.

- Adapting to New Technology
- Familiarity with terms and popular platforms

### **Digital Literacy Skills for LIS Professionals**

Digital Literacy finds, evaluates, uses, and creates digital information in various formats in the library and information science field. LIS professionals identify the proper channels for users who need information through online resources and adopt the technology to utilize the information resources effectively and satisfactorily develop user usage in the library and Information Centres. LIS Professionals also acquire knowledge through Practice, learning, and exchanging ideas through networks, which is the best way to improve digital literacy skills, especially mentioned below in the list of essential digital literacy skills of LIS professionals.

- ▶▶ **Apply for Information Communication Technology:** Current knowledge Centre trends include the digital transformation of all resources and application tools for users. Library and Information, Science Professionals' knowledge of good communication and IT skills, are mandatory for successful library services provided by LIS professionals. Primary Information Communication Tool Skills are
  - Integrated Library Systems
  - E-Resource Management
  - Emerging Web Technology
  - Repositories
  - Library Web Page Development
  - Learning Management Systems
  - Database management
  - Writing Tools Management
- ▶▶ **Remember to utilize digital technology:** Create communication using Digital Tools, Email Notifications, announcements of new resources, Conferences, and seminars through online mode activities in the Library, conductible program information via messages circulated item information about due returns, social media Advertisements of acquired Materials Displays, websites, links, digital communicates enhanced, improved Library services in LIC this skill essential.
  - Notification or Announcement via electronic way
  - Conferences, Webinars, and Competitions through online mode
  - Display Library Resources on the Website
  - Links attached for Open-access materials on the website
  - Library Facilities via poster publications.....etc.
- ▶▶ **Complete tasks online:** Effective use of resources in LIC through proper online channels is essential. Present-day social media use utilization is the main factor of

information Communication to users at a time that reaches all resources early and has reached the library resources.

- LinkedIn, Google+, Twitter, Facebook, Instagram, YouTube, Slide share, WordPress.Etc.

As mentioned above, social media provides better service to users in LIC Activates, Orientation, Placements, Library Professional Association, Professional Development, library functions, and Resources, and all the information reaches theright users at the right time.

- ▶▶ **Understand and analyze digital media:** Create, evaluate, and apply an everyday learning environment through digital formats and library services. Lifelong learning

Online platform acquiring Knowledge and guiding other LIS professionals to promote the use of library services and Technology online. Conducting Librarian Day, Reading Day, Youth Day, Cyber Security, and Literary Day-related special days in every academic year sessions through online, Hybrid, posters, Registration to link and QR code, Conferences, Webinars, Seminars, discussion via Zoom, Google Classroom, Google forms, day to day life advance technology is library furniture as a shifted to Computers; the reading area is a computer lab, Research going on electronic, patrons to independent internet, user awareness programs via online Orientations, Blogs, Group Discussions, Feedback and Surveys.

- ▶▶ **Independent Research:** The LIS profession also provides good professional service to society and national development through user awareness and utilization of open-access materials to research in educational institution development through online courses and information to institutional patrons. In the library repository or institutional repository, Library Virtual Tour activities are more helpful to users, an online question bank, Institution Accreditations reports, surveys, Library Events, QR code or link registration to Library activities and online payment to a library, Online book suggestions Reservation, Patron modifications, library services feedback, improvement ideas to share with LIS Professionals majority of user- orientated services are popular in Library and Information Science. It is a lifelong learning process for professionals, joining online courses and emerging technologies, approaching students or users to YouTube Swayam, NTPEL, Mooc's, Coursera, and various online platforms, and using and utilizing the open access resources effectively.

- ▶▶ **Collaborations:** All the skills mentioned above are necessary for LIS professionals. In the present online life scenario, the responsibility of copyright plagiarism sometimes requires more than one user to have the ability to use resources legally. At times, users need help with alternative resources, modification, and relocation to the required users, as well as feedback and any other requests and replies from the users. The academic institutions Need permission to Access materials. All institutional users support academics, Institutional Experts, Information Experts, Gateways, and Good expertise contact about new technology adoption before collecting information about the vendor, Infrastructure details, finance expenses, maintenance, problem-solving services, and Merit and Demerits, other IT Technicians, Vendors, License holders, Contractors, and Accessing, even every professional who needs successful online resources effectively utilized by users

▶▶ **Other IT Related Skills**

- Cyber Security and Copy Right Law Awareness
- Stay up to date with existing technologies
- Properly communicate in an Online Environment
- Effective user of Social Media
- Communications
- Developing Network
- Library Associations Developments
- User Awareness programmes
- Gateway Skills
- Lifelong Learning Skills
- Mobile Technology Utilization
- Uses of Browser
- The power of the Internet of Things
- Uses of Bank UPI Payment or QR Code
- Online Life services
- Promote to library Using Tab, Laptop Services
- Library Wi-Fi and Hotspot Services
- Online Book reservation
- Documents convert to Digital format
- Participate and Organize webinars, conferences, and Seminars. Etc.
- Problem-solving ability
- Research-oriented Activities
- Professional Development
- Build your Repository
- Protecting personal and Institutional Information
- Unique Services to Library patrons
- Hardware effective using technology
- Ethical Use of information

**Encourage Digital Literacy Practices:**

- ▶▶ **Digital portfolios:** Compilations of student work comprise digital portfolios. Students gain experience in content organization and design by putting together digital portfolios. Build an institutional repository of learning information via Google Sites and Scholar.

- ▶▶ **Screenshots:** LIS Professionals conducting events in the LIC utilize digital technology orientation via slide sharing, PowerPoint presentations, and quiz competitions via online screen-based formats, and they display new arrivals in OPAC.
- ▶▶ **Host live event:** LIS professionals conduct live programs, quizzes, seminars, conferences, book talks, other feedback requests from users, lively updating, problem resolving, and alternative ideas are given to approach the user in the field of LIS way better.
- ▶▶ **Library Resource:** LIC purchases significant utilization of user access materials, such as Databases, Electronic format journals, magazines, eBooks, and digital formats, using practically the best knowledge of the online virtual library through KNIMBUS and other platforms.
- ▶▶ **Digital Academic LIC Planner:** Event of the Day reminder and particular activity programming dates and events mention academic year plan preparation, calendar-wise organized in LICs.
- ▶▶ **Digital Infrastructure Service:** Promote user requirements; this service is exceptional for Internet Access, Wi-Fi Services, and Laptops and tablets provided to needed users.
- ▶▶ **Emerging Technology Awareness:** the present century is competitive and the most advanced technology available in all fields. The LIC is also the most advanced technology available online, conducting workshops for LIS professionals, student clubs, organizations, LIC seminars, programs, and community development programs through digital platforms.  
  
YouTube library Virtual Tours, Library section images, how many books are issued, Time, and other related circulation details via Online Format. Use and publish to social media's improvement services in LIC. RFID, AI..
- ▶▶ **Search Skills:** Information Browsing in Library Websites and Google Search Engines. How do you search for proper information at the proper time for the user? Using ICT in the online mode test orientation also gives the best way in LIC.
- ▶▶ **Social Media Usage:** Professionals guide users to Library Associations, national and international level library-related programs, Expert information, new technologies, joining membership, and activities awareness of librarianship. Also, developing professional exchange of ideas and activities. LinkedIn, IFLA, ALA, LIS Link, LIPSA, IASLIC ILA...Etc.
- ▶▶ **Writing Tool Awareness for Users:** In the digital age, research on computers is the best way to develop academic institutions. Using plagiarism, grammar, writing, and academic integrity tools is the best way to identify copyright issues and the piracy of documents and original research that is encouraged in the LIS field. Urkund INFLIBNET Introduced accessing university level Librarian only, so this situation was handled very hard and needed training and workshops for LIS professionals most needed.

## Conclusion

The present scenario in libraries and information Centres is a user-oriented activity in different online formats and services based on the digital world. Social media, professional guide references, virtual mode publications, and all resources managing knowledge for successful

LIS professionals acquired up-to-date technology in library and information Centres. Give individuals access to technological training, digital resources, and programs that will enable them to acquire the skills necessary to operate in the digital world morally and successfully. The primary goal of the LIS professional with the specified soft skills was to finish user tasks by requirements effectively. As technology continues to play an increasingly important role in education, the workforce, and everyday life, and it is applied in the digital world, it creates valuable skills for today's workforce. Libraries will remain essential institutions for promoting digital literacy in the future. As society increasingly relies on digital technologies, libraries' role in promoting digital literacy becomes more critical. Digital literacy is now essential for success in all aspects of life.

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