

Applications of ICT in Libraries

Higher National Unit DP5F 34 Using ICT in Library Practice and Professional Development

Pre-Course Questionnaire

The unit Using ICT in Library Practice and Professional Development is designed to develop skills in public library staff required to use ICT in support of professional practice.

Candidate Name	
Contact Details	
Date	

Outcome 1

Use an automated library management system proficiently

You should have received on-site training to develop your specific operational knowledge of the automated library management system. This outcome relates to the knowledge and understanding of the system and workflows. You should understand what happens at each stage from stock selection, through the ordering and acquisitions process, to the point where the item is made publicly available and is visible in the catalogue. You should know where to find information or instructions on procedures relating to the use of the library management system.

A. Circulation

Factors: Key operations within the circulation module - issuing, discharging and reserving materials registering new clients removing clients from the system finance and accounting processes.

Please rate your experience of using the circulation module of the automated library management system.

No experience	
Some experience	
Competent	

Tick one box and highlight any area in the factors where you lack experience.

B. Acquisitions process

Factors: Using the acquisitions module - ordering, receipting and invoicing principles behind budget allocation reporting systems order transmission.

Please rate your experience with the acquisitions process.

No experience	
Some experience	
Competent	

Tick one box and highlight any area in the factors where you lack experience.

C. Cataloguing and stock management

Factors: How cataloguing items enables the organisation and swift retrieval of library resources searching effectively in the catalogue using the different fields – author, title, class, phrase or keyword use of data from automated system for staff and stock management performance indicators.

Please rate your experience of the cataloguing and stock management aspects of the automated library management system.

No experience	
Some experience	
Competent	

Tick one box and highlight any area in the factors where you lack experience or knowledge.

D. Inter Library Loan processes

Factors: Using the ILL module initiating an ILL request tracking the progress of an ILL request informing the client of the arrival of an inter-loaned item issuing, discharging and recalling an inter-loaned item returning an inter-loaned item to its home library use of client interview to clearly define the specific item or subject area required obtaining full bibliographic details procedures for internal ILLs procedures for external ILLs costs to library and client likely timescales restrictions on use of requested items.

Please rate your experience with inter library loan processes.

No experience	<input type="checkbox"/>
Some experience	<input type="checkbox"/>
Competent	<input type="checkbox"/>

Tick one box and highlight any area in the factors where you lack experience.

C. Publishers' and booksellers websites

Factors: Usefulness of library bookseller and publisher's websites exercising caution due to commercial nature of these websites and always applying agreed selection criteria services offered - pre-publication ordering facilities, Electronic Data Interchange information, downloading MARC (MACHINE READABLE CATALOGUING) records and tracking systems for current orders.

Please rate your experience in the use of bookseller and publisher's websites in stock selection.

No experience	
Some experience	
Competent	

Tick one box and highlight any area in the factors where you lack experience.

List four bookseller and publisher's websites here:

D. Online reviews and personal evaluations

Factors: Online review websites personal evaluations on Internet booksellers' sites exercising caution with personal reviews exercising caution with booksellers' reviews, which may only show part of the entire review cross checking with alternative reviewers.

Please rate your experience in the use of online reviews and personal evaluations in stock selection.

No experience	
Some experience	
Competent	

Tick one box and highlight any area in the factors where you lack experience.

List three online review websites here:

Outcome 3

Use ICT in continuing library practice and professional development, to join in professional discussions and to improve your own professional practice

This outcome relates to the use of ICT in continuing professional development, to join in professional discussions and to improve your own professional practice. You should be aware of the importance of participating in professional discussions and keeping your skills and knowledge current. Some services offer a mediated discussion forum, where messages are vetted before appearing in public, in other cases members will be sent new messages instantaneously.

A. Discussion lists

Factors: Using online discussion lists for individual professional development and solving problems CILIP range of professional discussion lists JISC mail public library special interest and library profession groups discussion lists useful non-library-specific agency discussion groups ad-hoc portal provider groups using Smartgroups, Yahoo or MSN.

Please rate your experience in the use of discussion lists to improve your own professional practice.

No experience	<input type="checkbox"/>
Some experience	<input type="checkbox"/>
Competent	<input type="checkbox"/>

Tick one box and highlight any area in the factors where you lack experience.

List two discussion websites here:

B. Professional websites

Factors: Key professional websites which provide professional practice support online digital reference services special interest group websites use of local authority website and local intranet to answer simple enquiries.

Please rate your experience in the use of professional websites to improve your own professional practice.

No experience	<input type="checkbox"/>
Some experience	<input type="checkbox"/>
Competent	<input type="checkbox"/>

Tick one box and highlight any area in the factors where you lack experience.

List two professional websites here:

C. Online professional journals

Factors: Freely available online journals subscription basis online journals searchable sources of professional information CILIP Update UKeIG Journal of Information Science Journal of Librarianship and Information Science.

Please rate your experience in the use of online professional journals to improve your own professional practice.

No experience	<input type="checkbox"/>
Some experience	<input type="checkbox"/>
Competent	<input type="checkbox"/>

Tick one box and highlight any area in the factors where you lack experience.

In the box below, briefly relate an instance where you have used ICT as described in this Outcome to improve your own professional practice.