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Fundamentals competencies and skills in information and communication technology for library professionals

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Abstract
The current era is known as the revolution in information and communication technologies. Today, no industry is behind in terms of technological advancement. Humans will unavoidably use technology in their everyday lives, education, jobs, business, culture, and so on. The use of information and communication technology in libraries is rising in order to perform numerous activities and provide information services to its users in an efficient and timely manner. The goal of this article is to enlighten library professionals about the information and communication technology skills and competences required to deliver library and information services. There is also advice on how to improve library professionals' abilities or competences in information and communication technologies.

Keywords: Information and communication technologies, library professionals, library, skills, competencies

Introductions

Current era is the era of technology. Today world is advancing rapidly in the field of technology. Hence the present time is known as the era of revolution in the field of information and communication technology (ICT). Today every field has the use of technology. It is one of the important tools of world advancement. From daily life to education, business, culture, etc., humans use technology at some point or other. Thus, information and communication technology has made life easier and more convenient. Moreover, the basic activities of human life are also made easy. Field of education is no different from the influence of information and communication technology. It is used vividly in various aspects of educational field. Memory test, true test, counter test, itinerary preparation, question paper preparation, certificate preparation, results, marking procedure, etc. shows optimum usage of technology.

In an opportunistic country like India, we are advancing in every field through technology and on the brink of globalization. Education is that aspect of human life which leads one to progress. Information and communication technology is an integral part of today`s education. It has been helpful and useful in every aspect of education.

This revolution in skills has affected every aspect of human life. It has given rise to many challenges, new opportunities and competitions, the constant advancement in computers has made information technology more effective. Through computer we can collect, use, adapt and develop information. Information and communication technology uses various mediums to gather, compile and broadcast information, for increased usage and speed in various tasks. To perform various library tasks, librarians should be skilled and trained with information and communication technology.

Concept and Meaning of ICT

ICT is a component that supports activities related to information. Activities such as collecting, processing, storage and presenting data. Additionally, these activities include integration and replication data. Therefore, IT has become ICT. ICT stands for information and communication technology.

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ICT Skills
ICT skills is a series of programs that are compatible with a wide range of technology software. This includes assisting users with computer tasks, such as video call, internet surfing, tablet or mobile phone usage, etc. information and communication technology tools include direct interaction with the technology such as turning on computers, using software to print and copy images, and use digital camera to record photographs or videos.

Importance
1. To provide library and information services, library professionals should be skilled and trained accordingly
2. Providing expertise in skills and innovation technology (ICT) to meet the demands of children.

ICT Skills and Competencies for Library Professionals
In today`s technical world, librarian requires certain skills and qualities to pass information and data to the consumers, which are as follows:

1. **I.C.T skills:** Nowadays, libraries have shown increased usage of ICT. Therefore, librarians should have appropriate knowledge and skills to utilize this technology. Libraries use ICT for kiosk answering operations, networking and internet surfing. Hence, librarians should know the application of various ICT devices such smartphones, tablets, laptop, computer, printer.
2. **Internet usage skills:** Librarians should know appropriate usage of internet. They should know to identify, search, access information, navigate, speedy and accurate search of information using various internet browsers such as Google Chrome, Safari, Microsoft Edge, Mozilla Firefox, Opera, Internet Explorer, Brave, Tor, Phoenix Browser, etc. additionally, they should be skilled with usage of social media platforms to explore such as YouTube, twitter, blog, Instagram, linkedin,etc. they should be familiar with online notifications, sign up, etc. of the e-learning platforms.
3. **Computer literacy skills:** Librarians should have basic skills and knowledge regarding computer desktop, laptop, photocopy, printer, scanner, laminating machine, etc. they should also know about processing program, presentation program, spreadsheet and etc. important applications. They should be familiar with various computer parts such as keyboard, mouse, keyboard keys with function, system booting and shut down, restart, log on and log out.
4. **Technical knowledge:** Technical knowledge is very useful for the use of information and communication technology. In which one should have the knowledge to purchase, operate, maintain and update technology to increase efficiency of equipment like mobile phones, tablet, computer, laptop, etc.
5. **Website design:** Professionals in library should have the skills to design websites. Through which library catalog can be placed on web and information about various library activities like library orientation, book exhibition, etc. can be placed on the website and their users can be informed about it.
6. **E-mail skills:** Library professionals can use yahoo, Gmail, outlook, etc. to pass information regarding books, issues, notices, various activities, etc., through email. They should also have in-depth knowledge of email systems, ability to create and manage user accounts.
7. **Information storage and backup skills:** Library professionals must have the skills to store information in digital form and back up information. They have the ability to identify information, features and advantages of different data storage media, different data storage locations like external hard drive, CD, DVD, USB. They must have the ability to identify flash drives, memory cards and cloud storage and be able to use them at the right time. Also, the ability to back up the data online for easy recovery in case of loss, theft etc., and ability to be stored so that it can be accessed from multiple devices anytime, anywhere. E.g., Google Drive which offers 15GB of free storage. Also, CoCove Data Protection, Box, CrashPlan, iCloud, etc. are online data storage sites that library professionals need to know how to use.
8. **Information Management Skills:** In a library it is very essential to manage various information related to the library. Therefore, among library professionals there is a need to systematically collect, organize and organize library information.
9. **Skills in using social media:** Social media is an interactive digital technology. Which facilitate the creation and sharing of information, ideas, interests and other forms of expression through virtual networks and communities. Social media typically consists of user-generated content. Which facilitates staying in touch through like, share, comment and discussion. Some tasks require library professionals to use social media. So, professionals should have the ability to create groups with their members, chat with them and share library information, instructions, documents or information services through social media applications. The most popular social media nowadays include social media like Facebook, WhatsApp, YouTube, Twitter etc.
10. **Skills in organizing digital files:** Library professionals must have skills in organizing various library files and folders in digital form in computers, which Includes various information such as Creating separate files, giving easy identification of files, easy and quick recovery. For such activities, organizing files into different categories, copying files, renaming, images, videos, audios, documents, Efficiently organize files into categories like installation files, downloaded files etc., ability to create separate folders to store other important information, logically organize files into folders, Ability to organize, move a file or folder, delete a file or folder, from the recycle bin, restore a file or folder to its original location, search for hidden files and folders, file Or compressing a folder, emptying a folder, and external hard disk, pen drive, CD. or DVD Or Backing up important files to cloud services. E.g., Google Drive, Dropbox, or other storage devices etc. and should have skills in managing files or folders effectively.
11. **Security and measurement skills of information access technology:** To use information access technology safely, use good, secret passwords that cannot be easily guessed, keep passwords secret, protect computers with up-to-date anti-virus and antispyware software, unknown or unwanted links or

should have the skills to be aware of attachments, not to download unknown files or programs on the computer. Also, information and passwords sent over standard, unencrypted wireless are particularly easy for hackers to intercept, so using them requires the ability to search for "https" in the URL before entering any sensitive information or passwords.

12. **Skills for software installation:** Different types of library management software are used in the library to bring automation of the library as well as ease, speed up the work of the library. Like, DSpace Library Management Software, Koha Open-Source Integrated Library System, LIBSYS Library Software, Granthalaya Library Software, SOUL Integrated Library Management Software, E Granthalaya Library Management Software, GreenStone Digital Library Software etc. So, among diverse library professionals, knowledge regarding various software along with its installation, upgradation, data backup, operating, handling, etc. should be present.

Ways to Bring Skills or Competence in ICT
Library professionals can bring, enhance, or improve their skills or abilities in information and retrieval technology through the following avenues.

1. **By practicing using the technology:** Professionals of information retrieval technology can develop skills by gaining experience by practicing using it themselves. They can expand their general knowledge by using and learning as much technology as possible.

2. **By watching online tutorials:** Various tutorials are available online to gain knowledge about the use of information retrieval technology, which can inform professionals about how to use various forms of technology. So, by finding what you want to learn and gaining knowledge, you can increase your skills and solve problems.

3. **By gaining practical experience:** Librarians can gain direct experience by offering their information retrieval technical services free of charge. E.g., A person has problems with technology and can solve their problems by using their information technology skills, which will enhance their experience. Thus, one's information retrieval skills will increase, also certain types of problems can be solved by doing online research. Thus, one's capacity is built.

4. **Staying updated with technological trends:** Staying updated on new and emerging trends in technology can boost one's technological acumen and enhance one's knowledge of information and communication technology. For which there is a need to be constantly updated in technology.

5. **Discussion on technology:** Open discussion about technology with colleagues is helpful in acquiring skills in information and communication technology, which helps them to develop interpersonal relationships with colleagues and get the opportunity to demonstrate their knowledge of information and communication technology to them.

Conclusion
In modern times, science and technology have filled the gap. So new discoveries are constantly increasing. As a result, information and communication technology emerged.

Through which various tasks like creating information in digital form, storing it, managing it, verifying it, using it have become easy in various organizations. Libraries are not left out of this information retrieval technology. Library is a very important place in any institution. Therefore, information and retrieval technology are increasingly being used in libraries for providing various information and services, storing, preserving, managing library information in digital form, etc. Therefore, library professionals need to have specific abilities or skills to use these information and retrieval technologies. So, this article discusses what skills library professionals should have. Its information is given. It also provides information on how to acquire skills in information and communication technology.

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