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**Emerging Trends in
Medical Information and Technologies**

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CONTENTS

Chapter	Chapter	Pg. No.
1	Health Science Library in Modern Era: A Special Reference to PIMS Medical College Library	1
2	Interpretation and Expectations of Medical Science, Education and Research Fraternity: Towards Effectiveness of E-Journals and Impact of ICT in Digital Age - (A Case Study of All India Institute of Medical Sciences - New Delhi)	15
3	Role of Medical and Health Libraries of Bangladesh for Making Sustainable Development Goal- 4: A Reality	30
4	Time & Task Management for Library Professionals	36 ✓
5	Social Networking & its Impact on Librarians and Library Professionals	47
6	Future of Libraries, Librarianship and Services in India	53
7	Internet and Challenges for Intellectual Property Rights	60
8	A Brief Review on Application of Data Mining Techniques in Healthcare Sector	67
9	Optimizing the Use of Library Resources through Collaborative Partnership: A Case Study of AILMS Patna	76
10	Insurance of the Library Resources: The Need for Institutional Commitment	90
11	Importance of Library Space Design, Interior and Infrastructure on Academic Learning Environment	95
12	Social Media for Medical Libraries	104
13	Role & Importance of RFID Technology in Medical Libraries	112
14	Delivery of Information Literacy Training in Medical Colleges of Delhi, India: Challenges and Way Forward	119
15	Collection Development in Digital Environment with Special Reference to PGIMER Library	129
16	Use of Turnitin by Residents/Researchers for Writing Thesis in Postgraduate Institute of Medical Education & Research, Chandigarh	133
17	Changing Role of a Librarian at the Epoch of Technology: PGIMER, Chandigarh	139
18	Development of Digital Library for the Thesis and Dissertation through Open Source Software (DSpace) of AILMS, New Delhi: A Case Study	146
19	Plagiarism and its Prevention: A Conceptual Note	165
20	Availability of Information Resources and Services in Select Colleges of the University of Delhi	172
21	Consciousness and Practice of Electronic Information Resources Among Learners of Teerthanker Mahaveer University	197
22	Collection Development of Medanta-The Medicity Hospital Library: with Special References of UpToDate Usage: A Clinician's Choice	203
23	Innovative Services and Health Science Libraries	216
24	Case Report: Physical Therapy Alleviates Anxiety in Patients with Low Back Pain	223
25	Research Data Management in Health Science Libraries Around the World	227
26	Patents: Crucial for India: Bridging Technological Gap with US and China	245
27	Medical Library Association Marching Ahead: A Paradigmatic Change: Some Thoughts	252

Time & Task Management for Library Professionals

(Dr. D. D. Lal)

Abstract

Time Management is a significant issue in libraries today particularly when expanded mechanical and enlightening requests are combined with potential reductions in subsidizing. Solidifying data from the different investigations assists with recognizing time gives that happen often in libraries. There are a few distinct procedures accessible for managing these time the board issues. Individual Librarian must set up their own needs and objectives so as to pick the most proper time the executives techniques for their own one of a kind circumstances. Extra investigations are fundamental, notwithstanding, so as to unbiased survey how all individual library staff invest their energy and to assess how various techniques influence the time utilization of people working in libraries.

Dealing with a library presents exceptional time difficulties to the experts in question. Librarians are service-oriented institutions and the majority of their clients are "drop-ins" which generates concerns of time management that are less challenging in other professional circumstances where time and clients are scheduled. These time difficulties can expand disappointment and diminishing occupation fulfillment. Picking suitable time the executives techniques, in any case, can upgrade experts lives by expanding work profitability, reinforcing confidence, and making more opportunity for individual interests. One method for expanding time the board aptitudes is to look at the exploration and writing to reveal normal topics. By taking a gander at how librarians in various settings invest their energy and the exercises they portray as time squanders, it is conceivable to recommend invaluable time the board systems. There are a huge number of systems accessible, so librarians must break down their own surroundings and analyze their own inclinations to pick the most proper strategies.

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1. Introduction

Libraries are service-oriented organizations, whose significant destinations are directed towards meeting the data needs of their clients. Hence, a cut in spending plan and staff would put the farthest point on the degree to which any given library would have the option to give and make access to data and at last meet the data needs of its clients. Spending limits and staff cuts diminish the libraries' and curators' efficiency. Efficiency here methods the measure of yield per unit of information (work, hardware, and cash). When there is a decrease in input factor - work (staff), hardware and capital (subsidizing), efficiency likewise decays. A decrease in profitability effectively affects library benefits; the establishing theory of librarianship - 'the correct material, for the correct client, at the ideal time is vanquished. Library support by clients likewise encounters decay particularly with the web giving elective methods for data sourcing to the clients. It, in this way, implies for libraries and curators to endure, they should develop approaches to continue their administrations to clients notwithstanding spending plan and staff cuts. Time management is one of those skills that helps you have a better professional life as well as a private one. This starts with allocating a budget for professional and personal pursuits, and then planning ahead for the required tasks, prioritizing them, and then scheduling them. There are a number of tried and tested strategies to get tasks done. Do not aim for the best results all the time, and get in control of how much quality you want to deliver when accomplishing each task. Another approach is to leave some headroom for flexibility, so that you can get things done even if there are unexpected interruptions. One of the smart things to do is instead of prioritizing all tasks by importance or deadlines, line them up in such a way that you complete less stressful tasks between more stressful ones. This does not work universally through, some people actually perform better when things are urgent and the environment is stressful. Just remember that being perpetually in this state can lead to burnout, so do remember to take breaks. This means that instead of just planning out your day, it is important to plan out your weeks and months as well. All of this planning will help you realistically evaluate how much you can do, and communicate that with your superiors when you are unable to take up new work and get it finished in time. Also remember that the deadlines are just the last possible date to complete the task, which means that you can actually finish them well in time.

A few librarians can also discover time management to be confining and restrictive; they consider that they do no longer want to create an agenda protecting every possible minute of their work day so as to sense completely prepared and busy always. But time control does no longer should be so all-encompassing; solo librarians have to think about it as a skeleton to decorate later with bones, muscular tissues, blood, and organs. It need to be seen as a primary step in organizing their daily schedules.

2. Meaning of Time Management

It is correctly said "Time and Tide hang tight for none". An individual should understand the estimation of time for him to win in all pieces of life. People who lounge around are the ones who disregard to make their own one of a kind character. Time Management demonstrates to administering time suitably with the objective

and not just hold on for it to come. By orchestrating their time insightfully, they will have greater chance to achieve more things.

- Time the officials will help executives with setting up their needs.
- Time the executives assist curators with setting on cognizant decisions, so they can invest a greater amount of their energy doing things that are significant and important to them.
- Librarians become increasingly gainful utilizing improved time the executives abilities and apparatuses, and can achieve more with less exertion and time. Time the board can assist them with reducing sat around and vitality, help them to turn out to be progressively inventive and gainful, and empower them to make the best decision at the ideal time. This will obviously prompt more parity and satisfaction in their lives.
- Time the executives assist with annihilating or limit interruptions, and along these lines, get the bookkeeper far from investing energy in irrelevant exercises.

Time the board encourages the bookkeeper to concentrate on significant exercises and thus make inward harmony and serenity. At the point when you remain quiet disregarding interruptions or challenges, you can spare a great deal of time and vitality, which you can spend on better and additionally compensating exercises.

In rundown, time the board can assist bookkeepers with arriving at the highest point of their field. Magnificent time the executives is the shared factor of progress. In the investigation of progress and fruitful individuals, it is discovered that the shared factor of effective individuals was the way they esteemed their time. They set a truly elevated an incentive on their time. Time the executives is basic since time difficulties increment dissatisfaction and lessening work fulfillment. Picking fitting time the board systems can upgrade our life - increment work efficiency, reinforce confidence, and make more opportunity for individual interests.

5. Strategies of Time Management

The idea of time as utilized in our setting indicates estimated time. This suggests time estimated by chromometric gadgets, for example, tickers and schedules. We will thusly, characterize time as length quantifiable like a flash, minutes, hours and days accessible available to us. The term time the board implies various things to various individuals. In the most conventional sense, it alludes to kinds of conduct that separate individuals who get things done 'on schedule', stick to cutoff times and invest little energy in their exercises from the individuals who are frequently late, pass cutoff times, invest a lot of time in their exercises and sit around on irrelevant issues.

Generally, time the executives alludes to the utilization of specific procedures, for example, making schedules or intentionally arranging exercises or support in preparing to figure out how to act and utilize such

that the fortunate time is disseminated to the right development. Groundbreaking time the load up the individuals to apportion unequivocal opening to practices as indicated by their hugeness.

Time Management shows to using time as time is continually limited. Ask yourself which aspects progressively critical and what measure of time should be allotted to the proportional? Acknowledge work should be done previously and which should be conceivable to sometimes later.

3. Role of Time Management and Productivity

As indicated by "Wikipedia" which characterizes time the executives as 'the demonstration or process of arranging and practicing cognizant authority over the measure of time spent on explicit exercises, packed to build adequacy, effectiveness or profitability'. This definition builds up a connection among time efficiency. Compelling utilization of time could expand efficiency. According to profitability scientific worth isolated by time (Value/time). Librarians make an incentive through the administrations they render clients. Evidently, one can think about profitability as far as administrations rendered as yield per time (per every hour or day). Curators do various administrations extending from assortment advancement and exercises, to specialized administrations, dissemination and reference administrations. To meet objectives accomplish most extreme efficiency, bookkeepers should intentionally plan and exercise command over measure of time to be spent on pre-decided exercises identified with the service(s) they need to render. extreme efficiency isn't accomplished when yield is low in examination with the measure of time spent

4. Significance of Time Management to Librarians

With regards to staff cuts, one custodian might be required to carry out the responsibility of at least people, most occasions inside the time furthest reaches of around eight working hours (9:00 am - 5:30pm). The individual must have the option to oversee time whenever set destinations must be accomplished. It is a significant thing for individuals everywhere throughout the world. The time has come, which runs this way One significant quality of time lies in the way that it is a non-inexhaustible asset; when time is spent, it can be reclaimed.

These are the following reasons why time the executives is significant:

- Time is a phenomenal resource that one can't store or set something aside for later use. Time particularly used can't be recouped.
- Time the administrators can help caretakers with finding the perfect open door for what they need or need to do.
- Librarians need time to get what they really want. In case they believe that extra time will appear, they may lose the round of life. Through flawless time the executives, curators can "make" the time they

techniques. Time the board is the arrangement of aptitudes and methods used to oversee time used to undertake and objectives. It incorporates exercises, for example, arranging, appointment, planning, organizing. Time the executives can incorporate work time just, or both individual and work extend. Mentalities toward time are intricate and may change from individual to individual. Custodians are associated with contending requests on their time. These requests can end up being overpowering. The capacity to recognize and concentrate on the most significant undertakings might be the contrast between an effective and fruitless administrator. To oversee time well, one must figure out how to viably:

- Analyze the activity and distinguish what to concentrate time on to accomplish individual and business objectives,
- Develop a perfect image of how to allot time between different exercises.
- Develop week after week and every day plans with the goal that time is centered around exercises expected to accomplish objectives,
- Deal with time difficulties, for example, interferences, calls, messages, and useless gatherings.

Goal Setting & Occupation Analysis

Breaking down your activity, includes deciding your own and authoritative objectives and distinguishing jobs you are relied upon to play to accomplish them. This may require you ordering your effectively done objectives in a size of need. Authoritative objectives require carefully followed day by day timetable to accomplish them. A rehearsing custodian may need to plan a day by day agenda and apportion time every one of the things on the rundown. Your plan for the day ought to be sensible, contemplating set expectations whose accomplishments are critical to your association; don't pack the rundown particularly things you will most likely be unable to go to inside your working hours. Having separated your activity on your daily agenda, you at that point allot time to every one of the things on the rundown. It is fitting likewise assign time to crises, breaks (tea and perhaps mid-day break), gatherings and individual objectives. Curators whose activity plans rotate around client administrations like reference, serials and others may also be laughed on how much time they provide for clients who may seek one enquiry or the other. Try not to make responsibilities that you realize you can't meet. On the off chance that there are time clashes, converse with the people in question. While hierarchical objectives are not really dictated by the administrators (however administration of their associations), individual objectives are set by them. Individual objective setting includes making explicit, quantifiable, practical and time focused on goals for oneself. Your profession movement bookkeeper might be reliant on the amount of individual objectives you ready to set for yourself. This hence, suggests that the administrator has the colossal assignment of effectively overseeing time for authoritative and individual objectives. For the evasion of uncertainty, individual objectives may likewise incorporate family, strict and social obligations. They perhaps short or long haul. In any case, need must be given to the accomplishment of authoritative objectives particularly during authentic working time. Remaining back at the workplace subsequent to shutting hours, may assist with making time to go to see profession matters. For instance, a scholarly administrator may choose to utilize a couple of hours after work to go to inquire about or other vocation matters. You should not remain back at work each day of the week.

remaining back twice or thrice seven days may not be a poorly conceived notion. One must concede that adapting to such timetable is extremely dreary, be it as it might, it is a penance we should pay if our libraries must adapt to spending plan and subsequently staff cuts. A few people may like to put in a couple of hours around evening time to put forth attempts at accomplishing objectives; it is a smart thought, be that as it may, we should make time for rest, so as to revive.

Time Allocation Skills

Aside from growing every day and week by week plans with the goal that time is centered around exercises expected to accomplish objectives, there is the need to create aptitudes to have the option to apportion time between different exercises. As an initial move towards creating aptitudes for legitimate time portion to our calendars, we may need to complete a period review. A period review involves investigating the requests on you as an individual, your utilization of time to fulfill the needs and distinguishing holes and potential zones of modification. Be set up to make modifications in your propensities. For instance, if your time review uncovers that you invest energy superfluously in conversations with individuals you didn't calendar to meet, you may need to change that propensity and become emphatic enough to state 'no' to non-advantageous and unscheduled conversations. Another significant aptitude in time the executives is the capacity to organize and prepare. There are times one is compelled to settle on decisions in a work environment on account of the number occupation exercises requiring consideration nearly simultaneously. At such occasions, prioritization turns out to be significant. Prioritization here includes dispensing time to each activity action as indicated by its significance to the accomplishment of set objectives.

Tasks Allocation

The job of appointment in time the executives can't be overemphasized. Appointment implies all that is engaged with the way toward approving an individual to represent another. It implies entrusting somebody to do portions of your activity. In an office place like the library, assignment could be characterized as sub-portion of obligations with relating forces to subordinates so as to accomplish successful outcomes. One of the shortcomings of assignment is the way that it can just stream formally from bosses to subordinates. Nonetheless, administrators who develop great working associations with their partners could make claims for help when the need emerges. Designation will assist you with managing your time well and give you opportunity to concentrate on your needs. Assignment ought not be confused with slotfulness - giving your estrands to other people while you don't do anything. Capacity to designate assignments properly holds a great deal of advantages both for the individual and the corporate association. Assignment won't just give more opportunity to you to concentrate on your need, it will likewise assist you with accomplishing individual adequacy as you focus on the things you do best. It encourages the library to create staff - makes a road to test the capacities of staff and increment their commitments to the accomplishment of the library's destinations. Appropriate and profitable assignment includes right assurance of when to designate, what to delegate and who to appoint. Note that whatever the result of the assignment (s) you are designating, you will be considered responsible.

Advance Planning

To design is to be proactive. Arranging is the demonstration of defining objectives and creating proper systems to accomplish the set objectives. It includes delineating subtleties of set objectives, creating procedures, fixing time limits for the accomplishment of the objectives; time breaking point, for example, the date by which you will achieve the objective. By having an arrangement and setting time limits, you are improving the probability of accomplishing your objective. One of the most loved arranging instruments is the 'plan for the day'. Your plan for the day ought to be for a particular and characterized period - perhaps every day or in a term. What is significant is that the rundown is carefully followed and each undertaking is done at the specified time dispensed to it.

6. Recognizing and Dealing with Time Wasters

So as to utilize our time, we have to recognize and manage time squanderers. Some of them are examined - this rundown is in no way, shape or form thorough:

Postponement

Delaying infers putting off an undertaking you should do now, since you figure it very well may be done later. Most occasions carrying out the responsibility 'later' puts you under tension and worry as you may need to the execution of the errand with other squeezing matters. On the off chance that you put off that undertaking it will in any case be hanging over your head. Tarrying penances proficiency, as a general rule, such deferrals assignments are at last done at last. Undertakings did at last are regularly not appropriately done; assignments not appropriately done may need to be rebashed, in this way burning through your restricted time. The answer for dawdling is to rehearse the 'do it currently' approach. This will assist with doing assignments in an opportune way and most particularly lessen pressure and weight.

Meetings

Meetings are obligatory schedules in any work environment. In spite of the fact that they are essential, however in the event that not very much took care of, they could demonstrate a genuine test to great time. Meetings that were initially planned for an hour could take at least two hours, in this way burning through a portion of the time previously booked for different undertakings. So as to control this pattern, accompanying advances are significant: choose on the off chance that you truly need a meeting before you go; if there is requirement for a meeting, the motivation must be obviously expressed and flowed before the meeting; conversations at the meeting must be carefully on the expressed plan; squeezing issues ought to be dealt with first before different issues; and when a meeting seems to need to over stretch the apportioned time it might be suspended.

Emails

Emails particularly messages could be a wellspring of interruption. An email caution could cause you to be fixation on an undertaking you are attempting to complete; your interest won't let you disregard the alarm

maintain a strategic distance from interruptions, fix a period interim for checking your emails. You may choose to make answers to just email that are legitimate in nature during available time while different email would get your consideration after work. You may likewise decide to make your answers as brief as conceivable to lessen time spent on emails.

Telephone & Mobile Calls

Calls if not observed could end up being a period squanderer. Irrelevant calls during work hours ought to be courteously dismissed. Put telephone on quiet when you have to fulfill time constraints and most likely take care of missed calls when you are less occupied.

Jumbled Desk and Work Area

An individual with an untidy work area may invest valuable energy searching for a certain something or the other. Searching for lost things could be disappointing. It is smarter to make a recording framework that would improve recovery of whatever report one needs inside the most brief time conceivable.

Being Too Simple

'Being excessively straightforward' suggests being the pleasant person who might never say 'no' to asks for. You should figure out how to turn down low-need demands that could keep you from complying with your objectives or time constraints.

Multitasking Concepts

It bodes well to do each thing in turn and spotlight all your consideration on that one errand until you are done. Some have contended that doing each thing in turn is the most proficient approach to invest energy. While this suspicion may not be a long way from the reality, the truth in work environments show that there are times when one is burdened with the duty of taking care of various errands nearly simultaneously. A run of the mill model is that of a college library where an administrator may serve on college wide boards; He or she should deal with duties from such advisory groups nearby assignments in the library. From my own understanding, obligations from standing advisory groups could seek time with your ordinary errands as a custodian. Before you know it, you are doing numerous things on the double - which is the entire idea of performing various tasks. Performing multiple tasks as consolidating two assignments simultaneously, either on the double or by going to and fro between the two. It is a cognizant choice to handle these two duties on the double. Performing multiple tasks ought not be mistaken for doing a lot on the double. What separates performing various tasks from doing a lot without a moment's delay is that when you perform multiple tasks, you are dealing with all the errands well, regardless of the quantity of undertakings. Nonetheless, care must be taken to guarantee that the outstanding burden is reasonable. Performing multiple tasks suggests that all the errands you are dealing with are need concerns. In the event that it's anything but a need, you ought to disapprove of an errand. The idea of performing various tasks requests adaptability. Realizing when to stop what you are doing and exchanging over to something different is an aptitude that must be soaked up.

Advantages of Time Management Time Management indicates to making the most ideal utilization of accessible time. Overseeing time well empowers a person to make the best decision at the opportune time. Time Management assumes a crucial job in one's close to home just as expert life.

Release us through certain advantages of Time Management:

Time Management makes an individual solid and limited. One makes sense of how to work when it is truly required on account of feasible time the load up. To use time, individuals should set up an "Undertaking PLAN" or a "TO DO" List at the start of the day to record practices which ought to be done in a particular day as per their hugeness and sincerity against the specific opening assigned to each activity. A Task Plan gives individuals a sentiment of direction at the workplace. An individual knows how his day looks like and over the long haul fills in as necessities be provoking an extended yield. One ends up being progressively made in light of the fact that out of suitable Time Management. Keeping the things at their proper spots constrains the time which goes on pointless looking of reports, noteworthy records, envelopes, stationery things, and so forth. For better time the load up, individuals keep their workstations, study zones, work area zones, meeting localities unblemished and formed. People make sense of how to administer things well on account of Time Management.

Convincing Time Management bolsters an individual's purpose and makes him sure. Due to Time Management, individuals accomplish tasks inside the stipulated time allocation, making them standard in their affiliation similarly as among their companions. People who understand the estimation of time are the ones who make sense of how to stand isolated from the gathering. Individuals who finish take a shot at time are rotated toward the sky to by others and are reliably the point of convergence of thought everywhere.

Individuals who hold fast to a period plan are the ones who comprehend their goals and focuses inside the briefest possible time go. Supervising time sufficiently urges agents to meet targets course before cutoff times and finish undertaking precisely when it is required.

Groundbreaking Time Management makes a delegate land at the peak of progress quickly and stay firm at the top for a progressively drawn out term. A specialist who works just for working fails to establish a connection and is never focused on at work. Effective time the load up expect a urgent activity in extending an individual's productivity. Yield augments essentially when people manage their time well. Better Time Management helps in better orchestrating and over the long haul better deciding. Individuals make sense of how to structure things well and know where correctly they stand quite a while from now. Research says that individuals who accomplish tasks on time are less disposed to weight and pressure. Review there is no purpose behind lounging around and cribbing later. Finish pending work on plan and thereafter you would have abundant vitality for your associates, relatives and family members.

Time management can be summed up as follows:

- Time control allows in solo administrators to play out their consistently obligations productively and proficiently.

7. Role & Importance of Time Management

Time Management plays a very important role not only in organizations but also in our personal lives. The Management includes:

Effective Planning

Plan your day well ahead of time. Set up a To Do List or an "Errand PLAN". Scribble down the significant exercises that should be done in a solitary day against the time that ought to be dispensed to every action. Priority work should come on top followed by those which needn't bother with a lot of your significance now. Complete pending errands individually. Try not to start crisp work except if you have completed past errand. Tick the ones you have just finished. Guarantee you finish the errands inside the stipulated period.

Defining Goals and Objectives

Working without objectives and focuses in an association would be like a circumstance where the skipper the ship loses his way in the ocean. Truly, you would be lost. Set focuses for yourself and ensure they are practical ones and feasible.

Setting Deadlines

Set cutoff times for yourself and endeavor hard to finish errands in front of the cutoff times. Try not to let that your bosses will ask you everytime. Figure out how to take responsibility for: One individual who can't set the cutoff times is you yourself. Ask yourself how much time should be dedicated to a specific undertaking and for how long. Utilize an organizer to check the significant dates against the set cutoff times.

Assignment of Responsibilities

Figure out how to state "NO" at working environment. Try not to do everything all alone. There are others who ought not acknowledge something which he knows is hard for him. The jobs and obligations must be appointed according to intrigue and specialization of representatives for them to complete undertakings inside cutoff times. An individual who doesn't know about something needs additional time than somebody who realizes the function admirably.

Arranging activities as per their importance

Organize the errands according to their significance and earnestness. Know the contrast among significant pressing work. Recognize which undertakings ought to be done inside a day, which all ought to be done inside a month, etc. Assignments which are most significant ought to be done before.

Spending the right time on the right activity

Build up the propensity for making the best choice at the ideal time. Work done at an inappropriate time is very useful. Try not to squander a total day on something which should be possible in an hour or somewhere in the vicinity. Likewise keep some time separate for your own calls or checking reports on Facebook, Twitter. After all person isn't a machine.

Social Networking & its Impact on Libraries and Library Professionals

(Shalini Varshney, Dr. D. D. Lal)

Abstract

At present, we are living in a 21st century and social networking tools are playing very important role in every field. In this field we should have to use the social networking sites for a communication medium in library field. In this field Social networking sites are useful & helps to connect all library professionals where we can share our views, documents, feelings and idea set and it also helps to improve library profession as well as library services. In this regard IFLA, ALP also taken the initiative. This paper focuses on the use of social networking sites by Library professional, problem faced by Library professional using the social networking sites, the importance of social networking sites in the library field, impact of the use of social networking sites.

Keywords: Social Networking Sites, Social Media, Library Professional, Information Communication.

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- Time the executives plans ought to be bendy to take into account any changes in an independent bookkeeper's timetable.
- Time control plans need to allow administrators to manage their clients first.
- Time the executives plans ought to change each day to allow for alterations in a bookkeeper's commitments.
- Each and consistently, make a daily agenda and organize that rundown with the most basic endeavours should be finished on that day. At that point organize diverse step by step obligations inside the request trust you examined the ones commitments should be dealt with. Continuously make sure to scratch task when you have completed it--this could sound inconsequential, yet I've discovered that marking finished task gives a major encounter of achievement and spikes me on to complete the consequent work.
- Damage your huge obligations into littler, more noteworthy possible commitments that can be consistently -- this "lumping" makes a difficult test or under-taking bounty simpler to manage (and proceed with the hair for your head unblemished!). Little changes, together with lumping or confirming commitments, can supply an independent bookkeeper the self conviction to arrange and whole even commitments and bigger undertakings.

8. CONCLUSION

Libraries are made out of numerous individuals in various positions. The exploration has concentrated on time utilization of curators, however all together for the library to work as an association, the time utilization of all individuals from the staff must be contemplated. How can a librarian define how many tasks to do without knowing the time constraints of assistants? Because of the explosion of information and consistent evolving innovations, custodians should be set up to alter their techniques to oblige change. "Librarians in an unstable and evolving condition. It is important to have options and strategies that can be applied to and various circumstances. Librarians are getting busier with expanding remaining burdens particularly decreasing plan and staff cuts. The best way to deal with these remaining tasks at hand is to create appropriate oversee time well. One can dare to dream that every users would discover recommendations gave here help. I will likewise include that there various monetarily accessible time the board toolboxes that can assist with requesting your day, however they are just as valuable as time put resources into utilizing them.

1. Introduction:

At present, social Networking has branched to include friends, family members, as well as classmates. Social Networking provides several opportunities to the users like access to information, Videos, extension of groups, ability to express their views, learning abilities etc. According to Global media survey report, Total population are 7.676 Billion, unique mobile users are 5.112 billion, Internet users are 4.388 billion, social media users are 3.484 billion and mobile social media users are 2.256 billion. Many business, clubs and other organizations achieve their goals through using the social media. While some libraries also use social media as a part of their communication medium such as Facebook, YouTube, LinkedIn, AccuPinterest, Blogs, Twitter, Wikipedia, Digg, Librarything, Wikianswer, Whatsapp, Flickr etc.

IFLA Action for Development through Libraries Program (ALP) Initiative:

IFLA ALP taken the initiative for this purpose. IFLA ALP is a center IFLA Program and gives creating money related and managerial help. Every year IFLA ALP is giving grants to go to short seminars on ILIT in Victoria University of Wellington, New Zealand. In the year 2008 there were 9 members from Asia Oceania, for example, Sri Lanka, Malaysia, Nepal, Philippines, Solomon Islands and Pakistan. They speaking to various libraries and data associations, for example, college, school, powers libraries government departmental libraries just as college scholarly divisions. The IFLA ALP workshop on IL and was a look into the instructive scene that would increase an unmistakable thought regarding development advances. This presentation helped us to begin an informal organization among members in the year 2008 the utilization of Web 2.0 apparatuses.

With sparse information of HTML, a facilitated online blog is the ideal answer for executing interpersonal organization. Weblogs are performing numerous ways including giving as a stage for scholars sees, news outlets and research outlets for data sharing and cooperation. The IFLA ALP IL and IT bunch 2011 is conveying on the web to share thoughts, encounters and data on Information Literacy and Information Technology. It empowered gathering individuals to obtain a broad involvement in IL and IT. Further it come about to interface the gathering as a subsequent home.

2. Literature Review:

Lots of studies were done in use of social networking sites or social median Library field. Social network has great impact on libraries and library professional and it helps to improve the library profession and library services. Some author's study are referred here.

Dr. Chegoni Ravi Kumar shows in his study Social Networks Impact on Academic Libraries in Technol Era (2015). Mr. Anand Y. Kenchakkannavar describes in his study Facebook and Twitter for Acad

Libraries in 21st Century (2015). Mr. Mehul Chauhan presented in his study Use of Social Media in Libraries (2013). Rakesh Kumar Gupta, JN Gautam & VP Khare shows in his study Mindfulness and utilization of online networking applications among library staff of intensity part Organizations

(2014). Annu Kausnik surveyed in his study Utilization of person to person communication destinations instruments and administrations by LIS experts for Libraries

3. The Objective of this Study:

Following are the main objectives of the study:

- The main objective of this study was to determine the impact of use of social networking sites by Library professionals.
- A quick description about Social Networking Sites.
- Identify the problems to use social networking sites and services for Librarians.
- Get assessments of LIS experts about the future utilization of person to person communication destinations and administrations in libraries. To provide quick updates to users.

4. Social Networking : A Discussion

Social networking is the use of Internet-based social media sites to stay connected with friends, family, colleagues, customers, or citizens. Social networking can have a social purpose, a business purpose, or both, through sites such as Facebook, Twitter, LinkedIn, and Instagram, among others. Social networking has become a significant base for marketers seeking to engage customers. Advantage of Social Networking Sites are Social networking sites allows user to share their ideas, views, feelings, documents and others besides it people can connect to each other through social networking sites in all over the world. It offers opportunities to business owner and as well as Library professionals. We can communicate with anyone on social networking sites like facebook, Whatsapp, Twitter and others. Social networking sites provides collaboration and team work in managing common problems & issues that library professional and other professionals face in their regular work. It helps gather feedback to enhance use services.

About the book

This book "Emerging Trends in Medical Information and Technologies" is the collection of 27 selected contributions presented at National Convention of Medical Library Association of India (MLAI) held at Dr. O.P. Bhatta Central Library, Manav Rachna International Institute of Research and Studies, Faridabad, Haryana. It gives the complete dimensions and dynamics of the librarianship, in particular medical librarianship in the backdrop of the present ICT era of challenges as well as opportunities that the new technological applications and innovations offer. The contributions will be of immense value to the practicing librarians, in particular medical librarians, students and teachers of library and information science, publishing industry and ICT professionals working in the dynamic field of Library and Information Science.

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