



## A PATHWAY TO PROFESSIONAL EXCELLENCE IN LIS (LIBRARY AND INFORMATION SCIENCE)

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### Abstract

In this era LPG (Liberalization Privatization and Globalization) there is fast development in every field. Library profession is one of the important fields which is directly related to information technology. Information technology has great impact on library and information science. Library profession is now become one of the service fields where users are the customers. When we talk about customer's service and satisfaction of them is the target, then the Library professional must have oriented and acquainted with the professional excellence. Library professionals have to deliver their services as user, especially end user oriented. This paper deals with the definition the professional excellence, significance of professional excellence, various aspects of excellence in Library and Information Science Profession including application soft skills and stress management for the betterment of the profession.

#### • What do you mean excellence :-

Excellence is defined as it is striving to be good, and then to be better and better .A desire to do better task rather than simply a good leads to **excellence**.

#### • Significance of professional excellence:-

Continuous betterment is the wish and always task of the human civilization. Whatever may be the profession or occupation of a person, excellence is required for the better output of the profession. The general theme of human excellence has many components and subthemes .The excellence of an individual called as **personal excellence**. Excellence in the acquired work for the better output is known as **professional excellence**.

#### • Skills which lead to professional excellence:-

Sometimes many people get confused with soft skill and hard skills are inherited. But it is not so. Soft skills are acquired. Some people equate soft skills with English speaking but the fact is that soft skills deals with how you speak, not in which language you speak. It is also assumed that the people having soft skills can succeed in any filed. But the blending of both hard and soft skills leads to success.

So only intelligence does no mark. Soft skills improves your professional excellence and also personality, attitude and interpersonal relation. Soft skill exhibits you real potential. **Soft skills** are collection of several skills and abilities such as interpersonal skills, communication skill, motivation skill, listening skills, leadership skills, decision making power, presentation skills, negotiation skills, reading and writing

skills, stress management. Soft skills are polite presentation of hard skills.

In this E-era, smartness along with knowledge and professional excellence is highly appreciated.

#### • Professional Excellence and Personality Development

Form above discussion it can be observed that these skill can also be applicable to library professionals for the Professional excellence and Personality Development. Libraries are now information learning centers. There is great impact of information technology on library and library services. The services of the library should be users oriented. To deal with the different types of users according to their demand with the hard skills, soft skills are also essential to flourish the Personality of library profession. Following are some of aspects which excels the profession and personality of Librarians

##### a) Smart Looking :-

Physical appearance also has great impact on personality development. Good looking is always mark with soft skills which leads to progression of profession and personality development of librarians. Good looking includes dressing manners mainly.

##### b) leadership Quality :-

It is very essential to librarian to have good leadership quality, because library work and to deliver the library services effectively and promptly is not individual work, but it is a team work with spirit. So, it is a need to develop leadership quality. This skill create confidence amongst library staff.

**c) Good communication skill :-**

This skill mainly includes writing and speaking skill. A good communication skill always has great impact while making a good rapport with the users. It is also helpful in making the library reports and correspondence. For good communication library professionals should have sound knowledge about mother tongue, language of the particular locality and have good command over English language.

**d) Teacher of teachers :-**

Librarian should be a good teacher. To orient the users with the library service, library professionals should have good teaching skill. This will be helpful to inculcate good reading habits amongst the users.

**e) Always listen well and good :-**

Listening skill is very useful to interact with the users of different age groups. With users of different age group, their requirement varies. By careful listening to users, one can exactly identify the demand of them. It helps in the betterment of library services.

**f) At the doorsteps of the user :-**

In library field the users are considered as the customers of library. Current Awareness Service (CAS) and Selective Dissemination of Information (SDI) and other specialized services must be user oriented. These services should satisfy the users and assures and guarantee that users will always come back to library.

**g) Change yourself with time :-**

Now a day's information technology has great impact in library and information services. Library professional should have sound knowledge about e-based library services, and for that he/she must develop IT skill or E-skills. Library professionals should have the knowledge of computer network, E-books, copyright, E-publishing, Internet resources, Scanning Downloading software purposes. So one has to change with time.

**h) Less informative and more knowledgeable:-**

Information about anything will not mark so much. Domain knowledge or subject knowledge is very essential in every profession. Library professional have to deal with different type of users with their varying needs. A sound subject knowledge help them to make good communication with the users. Convert year library is a knowledge center.

**i) Behind the curtain :-**

Library professional should have the traditional librarianship skill like cataloguing, acquisitions, reference and information skill.

**j) Time Management :-**

In this age of fast life, one has to act according to time table. In ever fields of life time management is important so being library professionals we have to save the time of users. So plan your work and work your plan. So we will be unable to satisfy one of library laws of Dr. S.R. Rangnathan.

**k) Sharpening of carrier:** - With the speed of information and technology, every library professional has to update his knowledge. So try to attend more and more workshop and conferences of your subject and also of peripheral subject. Updating of knowledge helps to shape your carrier.

**l) Positive Attitude :-**

Negative attitude always demurrals you. Library Profession also a noble profession like teaching so be positive and always keep ready to help the users and information seekers. Prejudice thinking always harms to your personality. So be positive and act according to it.

**m) Learn to say 'No' :-**

Library profession is a multifaceted profession. All types of were come to library. Their needs may be different. Be positive but do not demolish the rules of the library. Try to say 'No' such unwanted practices which will ruin the image of library and library profession.

**n) Spirit of Teamwork:-**

To give effective library services to users is not a job of librarian alone . It is a team work. To inculcate team work spirit amongst library staff, it is very essential to nurture team work skill amongst library professional themselves.

The list and discussion on soft skills is unending, because soft skills are not limited to a particular profession.

These skills can be developed according to the environment and requirement of particular profession.

• **What is the practical approach to Professional excellence and Personality Development?**

Theoretical knowledge gives us an idea about the length and breadth of any subject or domain. But practical study of it gives us complete knowledge of depth of the subject. Earlier we have discussed different types of skills applicable for LIS profession. But LIS professionals should think about its practical approach. Then what is the practical approach of these skills? Answer of this questions is nothing but blending of our personality with complete involvement into the profession. Some of the LIS professionals always critics profession

regarding its status. But remember one thing that every job or profession is unique in its responsibility and importance. Only positive approach is the basic requirement for the complete attachment with the profession. LIS profession is such a profession which only can deals with the information requirement of the different strata of the society. This gives us great job satisfaction which is the basic requirement of any profession.

### **Personality Development in LIS Professionals:-**

#### **Step - A) Zero Level setting:-**

- \* Who I am. (Self examination)
- \* My look.
- \* My Behavior.
- \* My Communication.
- \* My Linkages (Social, educational, cultural etc.)

#### **Step - B)**

- \* Eliminate bad habits.
- \* Time Management.
- \* Develop Communication Skill.
- \* Develop listening habit.
- \* Don't overestimate or underestimate yourself.
- \* Be well suited.
- \* Develop reading / writing skills.
- \* Always be happy.
- \* Maintain Health.
- \* Develop Self confidence.
- \* Increase Concentration.
- \* Travel more.
- \* Go near to Nature.

#### **A Path way to Professional Excellence in LIS**

- Understand you job responsibilities.
- You are the part and parcel of college / institution.
- Always keep good relationship with students, teachers, staff, Principal & Management.
- Be participative in all the activities of the institution.
- Make linkages with institution of nearby area.
- Do not became self-centered.
- Do not become custodian of library.
- Be guide of students, friend of teachers & staff, associate of Principal & Management.
- Listen, read, write, and publish.
- Organize user's oriented programme in library (competitions, exhibitions, lecture series etc.)
- Keep your record up-to-date.
- Be confident at your work.
- Work with your sub-ordinates.

### **Conclusion:-**

From the above discussion it can be concluded that professional excellence play very vital role in LIS field. LIS profession is one of the challenging fields in this era of information technology. There are different types of job opportunities in LIS field with new challenges. Qualification with the competencies excels the profession. Technical knowledge and domain knowledge help us to survive but competencies help us to success in life. So with systematic blending of excellence with soft skills always accelerate the profession in right direction improve the personality of librarian with excellence in the profession.

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Library & Information Sciences (LIS). Explore your options. Discover new opportunities. While academic librarians work in academic institutions and public librarians are employed at public libraries, other information professionals are working in corporations, law firms, and government institutions in a variety of roles. For example, prospect researchers are working in development or advancement offices on researching and identifying donor prospects, who are individuals, corporations or foundations. Information professionals are the experts we need in the information age. Concentration features. Library and information science (LIS) (sometimes given as the plural library and information sciences) or "library and information studies" is a merging of library science and information science. The joint term is associated with schools of library and information science (abbreviated to "SLIS"). In the last part of the 1960s, schools of librarianship, which generally developed from professional training programs (not academic disciplines) to university institutions during the second half of the 20th