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Skills and Abilities in Digital Literacy: Perspectives of Library Users

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ABSTRACT

This paper briefly describes the meaning of the terms literacy, competency, skills and abilities in handling digital library tools and technologies. Defines information literacy, computer literacy and digital literacy and compares the same for clarifications. Information is the central pivot of all types of activities in a nation. The competency of using the state-of-the-art technology concerned with that information is the basis of the term called digital Literacy. Discusses various components, dimensions, characteristics and types of digital literacy. Highlights digital literacy as the ability to learn, stretch, adapt and navigate the digital landscape as it is in constant change. Describes the need and importance of Digital literacy in new electronic information environment. Differentiates digital literacy, computer literacy, information literacy and other similar terms. Talks about seven universal competencies for success. Focuses on digital competencies and compares competencies with skills, understandings and abilities required for digital literacy in the context of academic libraries. Discusses the principles, characteristics and major pillars of competencies in digital literacy in digital age with suitable examples. Categorises the competencies for digital literacy according to three principles: Use, Understand and Create. Discusses in details the competencies and characteristics of digitally literate library professionals. Admits the abilities and understanding of students' included in digital literacy. Encloses important Digital literacy skills required in this digital age. Concludes that a digitally literate person is competent enough to handle and manage digital information in an effective and efficient manner. Proposes methods and methodologies applied by academic libraries for promoting digital literacy among library users.

Keywords: Literacy, Digital, Competency, Skills, Technology, ICT's, Information literacy, Digital literacy, Dimensions

INTRODUCTION

Utilization of ICT has prompted the making of advanced archives. These progressive and transformative improvements in the realm of libraries have raised essential occupants of libraries. Advanced upheaval achieved by computerized innovation from a genuine perspective has changed the idea of libraries and data focuses. These progressive patterns have made a change in perspective in the library reasoning, library abilities, capacities and skills. A portion of these changes in perspective are: Preservation to use; Possession to Access; Paper media to different media; Print distributing to electronic distributing; Isolation to Consortia; Free administrations to Fee based administrations; Manual practices to Technological practices; Traditional libraries to virtual libraries; Polymedia to sight and sound (Corall, 1995).

Data is accessible in different configurations like text, realistic, sound or video and so on. In the contemporary world one can approach this large number of arrangements at the same time. Notwithstanding, data can be taken advantage of ideally when the client of the data is knowledgeable with the abilities, capacities, skills and information on utilizing these configurations. This capability of utilizing the cutting edge innovation worried about data is the premise of what is called as advanced or digital Literacy. For accomplishment in any field there are seven general capabilities for progress: Building groups and relationship, Develop individuals, Lead change, Inspire others, think basically, impart plainly, and make responsibility. Data education/data capability procedures and strategies are vital for client administration in library calling. ALA has planned eight center capabilities for librarianship: Foundations of the calling; data assets; association of recorded information and data; mechanical information and abilities; reference and client administrations; research; proceeding with schooling and long lasting learning; and organization and the executives. Information and data connected with this multitude of areas of librarianship is recorded in different structures and arrangement.

Digital or Advanced proficiency is the capacity to successfully and basically explore, assess and make data by utilizing a scope of computerized advances. Advanced proficiency is the capacity to utilize ICTs to find, assess, make, and convey information requiring both intellectual and specialized abilities (ALA, 2012).

Advanced proficiency is the wedding of the two terms computerized and education; nonetheless, it is significantly more than a blend of the two terms. Advanced data is an emblematic portrayal of information, and proficiency alludes to the capacity to peruse for information, compose soundly, and contemplate the composed word. Research around computerized education is worried about more extensive viewpoints related with figuring out how to find, use, sum up, assess, make, and impart data successfully while utilizing advanced innovations. Now there are digital libraries and digital repositories available and accessible in plenty to the users of information.

Utilization of ICT has changed the job of bookkeepers from Caretaker to guardian of data. Custodians are no more storekeeper and are known by name cybrarians who assume a vital part in taking advantage of online assets accessible on the web. Administrators should fill in as creators", "collectors", "makers", "authorities", "communicators" and "consolidators"(Moore et al., 1998). Keeping in view these new jobs of library and data science experts, it is trusted that the Indian scholarly world will accomplish new statures and will contribute a great deal for the headway of the universe of information. Developing a community of researchers, students and faculty equipped with the information and digital literacy competencies will certainly help India to come close to the Knowledge based societies.

Today, digitized data, organized world, and Information and Communication Technologies (ICTs) have become necessities to keep pace and remain side by side in the current globalized information based society. The sensational and exceptional turn of events and dispersion of most recent data through ICTs in practically all fields, like schooling, wellbeing, business, trade, horticulture, etc. - has changed the current society. This is reason, why the present society is slowly more being called the information society (Bruce, 2004).

Competency and Skill

Competency is a bunch of individual execution practices which are detectable, quantifiable and basic to be fruitful. Skill is a bunch of certifiable attributes and abilities that empower and work on the productivity and execution of a task. It is the capacity to accomplish something effectively or productively. Competency is a significant expertise that is expected to do a task. Skills are specific characteristics that an association's scouts have chosen alluring for representatives to have. Competencies are not abilities but rather these are "courses to work on the skill of staff". In the event that you are currently searching for a new position, you have presumably seen abilities like data proficiency, client care and coordinated effort recorded in work postings. These abilities, similar to PC proficiency, client direction/instruction, library education, fall into a general class of capacities that are essentially significant yet once in a while barely noticeable.

Definition of Digital Literacy

Digital literacy is commonly defined as a soft skill since it is less about one specific technology (the likes for which are changing daily) and more about the ability to learn and adapt to technology.

"Digital literacy is everywhere, and everyone possesses some level of it," says Karin Cross-Smith. Cornell University defines that Digital literacy is the ability to find, evaluate, utilize, share, and create content using information technologies and the Internet."

This isn't wrong so much as it focuses too much on technology and "the internet." Literacy can't be about the forms unless we are talking about the *form of literacy*. Digital tools exist for accessing and finding information. After finding better and authentic information then socializing, thinking, connecting and contributing to digital communities you care about.

Digital literacy has a lot in common with information and media literacy. However, digital literacy is solely focused on digital content in its various forms. According to the American Library Association, digital literacy is *"the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills."*

As the world keeps on turning out to be more dependent on computerized content, students should figure out how to make and impart carefully. Also, knowing how to assess the instruments they use is foremost to students having the option to take an interest in advanced conditions in solid and moral ways.

Need and Importance of Digital Literacy

In the present Indian society, we see that there is a wide advanced split between individuals. An enormous number of the populace is living underneath destitution line and are not approaching the innovation. Then, at that point, there are computerized locals and advanced workers. The people who were brought into the world in the advanced climate are knowledgeable with the innovations and the person who was conceived before is dealing with issues in embracing advances. So this huge split between the people in their utilization of innovation is the fundamental component for sending off various computerized proficiency programs locally. A perfect innovation is the fundamental component for sending off various advanced proficiency programs locally and an ultimate success of the countries. Subsequently there is a requirement for advanced education in the contemporary society.

Dimensions associated with the 'cycle' of computerized proficiency

1. Functional: The capacity to utilize PCs and correspondence advances.
2. Semiotic: The capacity to utilize every one of the dialects that merge in the new sight and sound universe.
3. Social: another scholarly climate for the Information Society/knowledge society.
4. Metro: another scope of privileges and obligations connecting with the new innovative setting.

Hence Digital Literacy= Digital Tool Knowledge + Critical Thinking + Social Engagement+ Awareness about wrong in ICTs setting.

Characteristics of digital literacy: Digital literacy supports and helps in developing traditional literacy's. It is a life-long practice; It is about skills, competencies and critical reflection on how these skills and competencies are applied. It is about social engagement.

Categorisation of Competencies for digital literacy

Competencies for digital literacy can be classified according to three main principles: Use, Understand and Create.

Use: represents the technical fluency that is needed to engage with computers and the Internet. *More* specifically **it is** an individual's ability to find, evaluate, and clearly communicate information through typing and other media on various digital platforms.

Understand: Digital literacy means being able to understand and use technology. Having an understanding about digital literacy means you are able to use technology safely and it helps you to avoid its dangers. For instance an understanding of web browsers, search engines and email is an expectation in digital literacy

Types of Competencies for Digital Literacy

Hiller Spires, a professor of literacy and technology at North Carolina State University, views digital literacy as having three containers:

1) Finding and consuming digital content;
2) Creating digital content; and
3) Communicating or sharing the digital content

Major Pillars of Digital Literacy

According to Joaquim Miro, "Advanced proficiency includes four support points as the capacities to:

- Keep awake to date with existing innovations
- Appropriately convey in an internet based climate
- Deal with your thoughts in an internet based climate
- Oversee groups affecting innovation

These capacities include numerous advances one could get the hang of, including ones that most managers will anticipate that one should know. For instance, imparting in a web-based climate could include video conferencing stages that a director may hope to prepare you in, yet it additionally includes utilizing email, an expertise businesses will probably anticipate that you should have when you stroll in the entryway.

Along these lines, "Advanced proficiency alludes to somebody's capacity to utilize IT and computerized innovation to find, assess, make and convey data" (Matt Dunne). Assuming a candidate professes to have computerized proficiency abilities, the business would anticipate him/her to have the option to lead careful internet based examination, which can

be then dissected and assessed. The business would likewise anticipate that they should be fit for making a scope of various advanced reports and to utilize computerized correspondence frameworks.

The knowledge and consideration of search engines, email, web browsers, etc is an expectation in digital literacy. These are considered pretty basic skills but are not considered highly beneficial to have them. But on the other hand, it is a major drawback for not having them. These digital literacy skills may be specific to some sections of the information sector. Dunne says creative roles might expect proficiency in Adobe Creative Suite and video editing software while research-based roles might expect you to know how to evaluate the authenticity of online data sources.

Features of Digital Literate Person

a) An advanced educated individual has the assortment of abilities: specialized and intellectual ability needed to find, comprehend, assess, make, and impart computerized data in a wide assortment of organizations;
b) Is ready to utilize assorted innovations fittingly and successfully to recover data, decipher results, and judge the nature of that data;
c) Understands the connection between innovation, long lasting learning, individual protection, and stewardship of data.
d) Uses these abilities and the proper innovation to convey and team up with peers, partners, family, and once in a while, the overall population; and
e) Uses these abilities to effectively take part in city society and add to a lively, educated, and connected with local area.
In this way an advanced proficient individual is sufficiently skillful to deal with and oversee computerized data in a compelling and effective way.

Abilities and understanding of students' in digital literacy: Digital production and creation; Awareness about Social media; Word processing; Search engines; Various types of hardware; Digital information sources and resources; and emerging technologies. The term "digital native" is frequently used to describe current students. However, growing up with technology, or being a digital native, does not mean students are literate in the technological tools they encounter. Students learn to use what interests them, but productivity and academic digital skills are not explicitly taught. Therefore, students do not learn the necessary skills to become digitally literate. Furthermore, students are often unfamiliar with information organization and do not carefully consider the way digital tools impact their lives.

Difference between digital literacy and computer literacy

Digital literacy is the ability to communicate or find information on digital platforms. Comparatively, computer literacy measures the ability to use computers and to maintain a basic understanding of how they operate. An example of computer literacy might be performing a Google search, whereas Digital Literacy would be knowing which search terms would produce bring results. *Computer literacy is* the knowledge and ability to use computers and technology efficiently.

Principles of Digital Literacy

Digital literacy has 4 principles:

- Comprehension. The first principle of digital literacy is simply comprehension–the ability to extract, implicit and explicit ideas from a media.
- Interdependence (collaboration)
- Social Factors
- Curation (Creation and organization)

Components of Digital Literacy

There are eight components of digital literacy: creativity, critical thinking and evaluation, cultural and social understanding, collaboration, find and select information, effective communication, e-safety, and functional skills (Hague & Payton, 2010).

Important Digital literacy skills required in digital age

You can see why different skills within digital literacy would matter depending on the career you are headed for. Personnel managers shared some of the important digital literacy skills they look for and reasons thereof.

Computerized proficiency is an adaptable expertise

The vast majority of the computerized proficiency abilities above are not altogether explicit to innovation. Yet, when they are applied in the computerized world, they make important abilities for the present workforce. The most thrilling

thing about advanced education for a task searcher may be that it is not limited to explicit advances or frameworks. The capacity to adjust to new innovation is an expertise that will develop each time you top another stage, and you can bring it with you into any work setting. The significant thing is versatility. This is the capacity to learn, stretch, adjust and explore the advanced scene for what it is worth in consistent change.

Practical ways to demonstrate digital literacy on a resume
When LIS professional approach job applications and interviews, there are many things one can do to showcase ones' digital literacy.

a) Formation of professional resume
Employers want a resume which has a smooth professional appearance rather than just being a plain list of skills and experiences. One can show proficiency with Microsoft Office or similar programs by formatting a document that enables some of the finer features. By showing one's work on a digital portfolio or personal website one can get the benefit of displaying what one can do in his/her field. It may also highlights the digital literacy if it takes to create an online presence. Never treat email proficiency as a skill worth noting. Try to avoid stating some of the more basic IT functions, such as using emails. Mentioning e-mail can actually work against one instead of benefitting. For example, if you know the role you are applying to will require creating reports or data analysis, highlighting your experience with programs like Microsoft Excel® or Tableau® can help. The same goes for software like QuickBooks® for accounting and payroll-related positions.

Academic librarians' ways to Promote Digital Literacy
Scholarly librarians are significant forerunners in computerized proficiency due to their schooling and comprehension of how data has changed over the long heave. To advance computerized education, administrators can work with class educators to foster examples and exercises that fuse the accompanying thoughts. Moreover, custodians can coordinate these thoughts into their own guidance.

1. Digital portfolios: Digital portfolios are assortments of students work. By making advanced portfolios, understudies figure out how to plan and put together substance. For advanced portfolios you can utilize devices like Google Sites, site page, sites, and so on.

2. Digital introductions: Have students who can make introductions in PowerPoint, Google Slides, or another visual show programming. Assist understudies with seeing how to coordinate data to plainly pass on their considerations.

3. Host a live occasion: Have students take an interest in a Skype call, simultaneous talk, Google meet or other live occasion to acquire abilities in drawing in on the web.

4. Online pen companions: Online pen companions assist students with creating computerized relational abilities. Letters can be composed by means of email, web-based media, or through video. Online correspondence ought to be combined with examples on leaving a positive advanced impression.

5. Teach productivity skills: Students need to realize alternate route highlights like Control/Command F, Control/Command X, Control/Command C, Control/Command V. This will assist them with turning out to be more proficient utilizing computerized devices.

6. Search engines: Teaching understudies to utilize web indexes and additionally assists them with seeing how content online is coordinated. In particular, encourage understudies how to find data utilizing diverse web index stunts (e.g., Google Power Searching). Then, at that point, clarify how content shows up on the outcomes page. This assists understudies with acquiring significant information and abilities.

7. Introduce understudies to tablets, PCs, and distinctive equipment: Students need openness to various sorts of equipment. This equipment can be kept in the library and allow students to use it.

8. Evaluate arising innovations: Students know about numerous new advancements, yet may not comprehend the effect of these devices. In this way, take part in class conversations about new advances like computer generated simulation, increased reality, and blended reality. Talk about the capability of these advancements while additionally examining concerns, for example, protection and psychological wellness issues.

Librarians are interestingly arranged to help computerized education. In any case, for computerized education to be instructed to all students at their level of need, individual experts should feel certain by showing advanced proficiency also. Consequently, curators can teach instructors about new innovation patterns, how to organize content, and how to utilize new computerized gadgets.

CONCLUSION

This paper has presented a complete landscape of digital literacy both from students, library professionals and general people interested in learning and understanding digital literacy. This paper is largely based on the review of literature related to basic skills, abilities and competencies related to digital literacy. Related concepts have been discussed and debated. The author has specifically described digital production and creation; awareness about social media; word processing; search engines; types of hardware; digital information sources and resources; and emerging technologies in the context of the term "digital native". Described briefly features of digital literate person and explained the role of librarians in teaching digital literacy.

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