



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

Název projektu	Rozvoj vzdělávání na Slezské univerzitě v Opavě
Registrační číslo projektu	CZ.02.2.69/0.0./0.0/16_015/0002400

Prezentace předmětu:
INFORMATION MANAGEMENT

Vyučující:
Ing. Radim Dolák, Ph.D.



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

INFORMATION MANAGEMENT

6. SOURCES OF INFORMATION



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Ing. Radim Dolák, Ph.D.

Introduction

There are currently very diverse sources of information. Historically, libraries and archives are the most well-known source of information. Furthermore, museums and galleries are also available.

From modern sources, attention will be paid to information centers and centers, databases, special institutions and electronic information sources.

There are a number of methods, techniques, procedures, interesting information resources, services and applications for information retrieval. A web search will also mention the usability of the site. The final part of the chapter is devoted to the issue of information management.



Goals of the chapter

- ✓ Provide the most important sources of information



Sources of information



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Historically, libraries and archives are the most well-known source of information.

Furthermore, museums and galleries are also available.

From modern sources, attention will be paid to information centers and centers, database centers, special institutions and electronic information resources.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Libraries are historically the oldest institutions that collect different types of documents and also provide various information services. The oldest libraries are mentioned in ancient times (for example the Alexandrian Library from the Age of Ancient Egypt).

The Czech Republic boasts the densest library network in the world in terms of a number of libraries per inhabitant. This is evidenced by several research.

According to The New York Times (2016), there is one library in the Czech Republic for every 1,971 inhabitants - and that is when counting on the population four times the European average and even ten times more than in the United States.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

According to the magazine Week (2017), the Czech Republic has the densest network of public libraries across the European Union. There are 63,000 public libraries throughout the Union, with the Czech Republic being 5408.

For the 10,000 inhabitants of the Czech Republic, there are 5,1 libraries, the EU average is 1,3 libraries per 10,000 inhabitants.

Nevertheless, there is a clear trend that the number of libraries was previously higher and is now falling.

According to NIPOS (2015), 6179 libraries, 2000 - 6019 libraries, 2005 - 5920 libraries, 2010 - 5415 libraries, 2014 - 5360 libraries were in 1995.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

For example, a library can be defined as a cultural, information and educational institution that collects, processes and stores an organized collection of documents. Further definitions by Nedomová et al. (2007) defines the library as a selected and organized document pool for a particular target audience.

According to Vaněk (2013), the library is a facility in which all are provided, without distinction, by public libraries and information services in a way that guarantees equal access and which is recorded in the libraries.

Libraries provide their readers and the public with various types of information services.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

In addition, the following major services will be mentioned in greater detail:

- borrowing,
 - study analysis activity,
 - search services,
 - reference information services,
 - consultation services,
 - bibliographic services,
 - reprographic services.
-

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Most of the library combines with the lending service, which gives the registered clients the opportunity to borrow the necessary documents from the library.

We distinguish the borrowing services from the fund of a given library into two basic services:

- Absent when the user takes a borrowed document (book, magazine, or another document).**
 - The attendance when the document (book, magazine) is lent to the student only for study while staying in a reading room or study room.**
-

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Many libraries also offer interlibrary loan services within the Czech Republic, including international borrowing. The main purpose is to mediate lending of a document from a Czech or foreign library in cases where the given library does not own the library in its library.

These services are typically charged, whether postage or administrative charges. All conditions (price, borrowing time) are determined by the library that lends the document.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Studying analysis activity is a service that deals with the factual content of documents. The result is different forms of study-analysis work and, as a standard, it is a service that may be requested by users of the library. Scope of service may range from a simple lift from one book to a very demanding and detailed study of a whole range of books, articles, research, market developments.

The Search Service is another important library service to find out what has already been published on the topic. The search is then a tag for the actual process of searching for available information on the subject, as well as the result of that search. The scope of the search query is important, which is defined, for example, by the given topic, the time limit, the language, the type of the analyzed documents.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

The search of the text is then created by an inventory of the subjectively most important points and ideas of the analyzed text. The aim is to create a brief overview to quickly understand the topic being studied. It is distinguished from a retrospective (one-off) search to create a one-shot view of what was already created on the subject prior to the date of the assignment, and another type is a recurrent (periodic, incremental) search that tracks new information at a certain interval.

The Reference Information Services have the task to convey certain information and to include various inquiries regarding library services, catalog search, document lending, booking, but also the availability of sources and sources, the provision of bibliographic and factual information.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

Consultation services provide the possibility for users to obtain help from the library on the basis of queries in various forms (written, electronic, telephone, oral, etc.). Queries may be of a different nature from information funds and services through the general availability of the information sought.

Bibliographic services provide bibliographic information, which is a set of data on cited works such as a list of used literature or electronic resources. This information allows the identification of documents.

Reprographic services make it possible to obtain a copy of the required document or part thereof. Copying must be done in accordance with copyright law.

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Library system in the Czech Republic according to the Library Act (Act No. 257/2001 Coll.)

- libraries set up by the Ministry of Culture of the Czech Republic (NK, MZK, Library, and Printer for the Blind by K. Macan)
 - regional libraries - established by the county
 - basic libraries (local) - run by municipalities
 - special libraries - such as college libraries
-

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Important Czech Libraries

- National Library of the Czech Republic
 - National Technical Library
 - The Moravian Regional Library
 - The Strahov Monastery Library
 - Jiří Mahen Library in Brno
 - Library of the Academy of Sciences of the Czech Republic
 - The Scientific Library in Olomouc
 - The Municipal Library in Prague
 - National Medical Library
 - Library and Printer for the Blind by K. E. Macan
 - Pedagogical Library of J. Komensky
-

Sources of information - Libraries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Major foreign libraries:

- Library of the British Museum in London
 - Congress Library in Washington
 - Nationalbibliothek in Vienna
-

Sources of information - Archives



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

The meaning of the word is constantly evolving. The designation of the archive comes from the ancient Greek word *archeion*, which was called the so-called government house. It was a government building where public documents were kept.

Act No. 499/2004 Coll., On archiving and filing service, defines the term archive of a facility according to this Act, which serves as the storage and care of archival records.

The basic functions of the archive can be summarized as follows:

- selection and acquisition of archive materials,
 - systematic processing of archive materials,
 - archival records,
 - safe storage and access to archive documents.
-

Sources of information - Archives



Archives are broken down as follows:

- public archives
- private archives

Public archives are further broken down as follows:

- national Archives,
 - security Component Archive,
 - state regional archives,
 - specialized archives,
 - security archives,
 - archives of territorial self-governing units.
-

Sources of information – Museums and Galleries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Pursuant to Act No. 122/2000 Coll. on the protection of collections of a museum nature and on the amendment of some other laws, the Museum of the Institution, which acquires and collects natural and human creations for scientific and educational purposes, examines the environment from which natural and human creations are obtained, collects from selected natural resources and human creations permanently preserves, records and professionally processes, allows a way to guarantee equal access to all without distinction of their use and accessibility through the provision of selected public services, the purpose of which is not, as a rule, to achieve profit.

Sources of information – Museums and Galleries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

Galeria is a museum specializing in collections of fine arts.

The collection of museum nature is then such a collection that is important for prehistory, history, art, literature, technology, natural or social sciences.

According to the list of methodological explanations for the „Kult (MK) 14“ for the purposes of the annual museum and gallery statement, the museum, monuments, and galleries are classified according to the predominant subject of collections and exhibitions.

Sources of information – Museums and Galleries



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

- 01 Fine Arts**
 - 02 Other arts**
 - 03 Archeology and history**
 - 04 Nature history and natural sciences**
 - 05 Science and Technology**
 - 06 Ethnography (ethnology) and anthropology**
 - 07 General, combined (homemade)**
 - 08 Open-air museums**
 - 09 Others**
-

Sources of information – information centers



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

According to Vaněk (2013), information centers (information centers) are institutions or specialized institutions of institutions that collect, process and make available information about a particular municipality, city, region, organization, project, field, etc.

Information centers may be for the general public or for the interest groups of the clients. The founders of these centers may be state and public authorities, institutions of various kinds, etc. In terms of services provided, complex services, including library services, are often available. From the point of view of the form of the services provided, it may include oral information, the provision of printed materials, audio and video media as well as the Internet.

Sources of information – information centers



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

Specific examples of information centers and centers:

- ❑ **The Government Information Center (<http://icv.vlada.cz/>) provides information on the activities of the Czech Government, its advisory and working bodies and the activities of the Office of the Government of the Czech Republic. There are, for example, information on ongoing and ongoing reforms (pension, health, social, tax, etc.), anti-corruption measures,**
 - ❑ **The National Youth Information Center (<http://www.nicm.cz/>) is one of the departments of the National Institute of Children and Youth. Provides free in-formation from education in the Czech Republic and abroad, travel, leisure, social-pathological phenomena, citizens and society, youth in the EU, etc.**
-

Sources of information – information centers



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

- ❑ **Aviation Information Service (<http://lis.rlp.cz/?lang=en>) is the organizational component of Air Traffic Control of the Czech Republic, s.p. It provides the information necessary for the safety, regularity, and economy of international and national air traffic within the scope of its competence.**
 - ❑ **Tourist services offer a range of information services to all cities in the Czech Republic and major tourist centers. For example, the Prague Information Service (<http://www.praguewelcome.cz/>)**
-

Sources of information – database centers



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

Database centers are institutions (often in virtual form) that provide access to information funds. Their goal is to offer, produce and mediate access to professional and business databases.

The business model is based on the principle that they buy from the information database producers in the form of licenses for their on-line displaying, searching and providing their content in the form of individual data, bibliographic, factual information, annotations, abstracts or full texts.

Access is currently mostly via the Internet and is often charged in the form of different licensing accesses to the system.

Sources of information – database centers



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

Types of databases:

- bibliographic databases,
- factual databases,
- full text (full text) databases,
- database of catalogs, registers, directories.

Examples of specific Czech services:

- Albertina Praha (<http://www.aip.cz/>) is a supplier of foreign electronic information resources for science, research, education, and entrepreneurship
 - The Albertina Marketing Database (<http://www.albertina.cz/>) allows you to search for all types of information including user notes and scheduled events.
-

Sources of information – database centers



Examples of specific international services:

- ❑ The DBC Dialog (<http://www.dialog.com/dialog/>) belongs to the US company ProQuest and is the largest information society in the world. It accesses over 900 different databases from all fields of human activity.
 - ❑ Swiss DBC DataStar Dialog (<http://search.proquest.com/professional/login>) offers a specialized collection of databases mainly from the field of pharmacy, biomedical and healthcare, natural sciences, engineering, computer science.
 - ❑ DBC Dialog Profound (<http://www.profound.com/>) is a service focusing on marketing, business-economic, analytical and prognostic information as well as intelligence and journalistic information.
-

Sources of information – database centers



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

- ❑ **EBSCO Publishing** (<http://www.ebsco.com/index.asp>) is aimed at covering the information needs of researchers.
 - ❑ **GENIOS Deutsche Wirtschaftsdatenbank - GBI** is the most prestigious German DBC, focused on information from the German business and corporate sphere, politics and education.
 - ❑ **LexisNexis** (<http://www.lexisnexis.com/en-us/Home.page>) is the world's leading DBC in the US. It focuses mainly on legislation, law enforcement, risk management, corporate and government issues, accounting, and academic markets.
-

Sources of information – special institutions



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVÍNĚ

The special institutions include the Office for Technical Standardization, Metrology and State Testing and the Industrial Property Office.

The Office for Standardization, Metrology, and Testing

The Office for Technical Standardization, Metrology and State Testing (<http://www.unmz.cz/urad/unmz>) was established by the Act of the

Czech National Council No. 20/1993 Coll. on securing state administration performance in the field of technical standardization, metrology, and state testing. UNMZ is an organizational component of the state in the Ministry of Industry and Commerce of the Czech Republic.

Sources of information – special institutions



**SLEZSKÁ
UNIVERZITA**
OBCHODNĚ PODNIKATELSKÁ
FAKULTA V KARVINĚ

The Office exercises state competence in the following areas:

- technical standardization,**
- metrology within the scope stipulated by Act No. 505/1990 Coll.,**
- testing to the extent stipulated by Act No. 22/1997 Coll.,**
- harmonization of technical regulations.**

Office of Industrial Property

The Industrial Property Office (<http://www.upv.cz>) is the central body of the state administration of the Czech Republic for the protection of industrial property.

Sources of information – special institutions



Office of Industrial Property includes these core functions:

- decides, within the framework of administrative proceedings, to provide protection for inventions, industrial designs, utility models, topographies of semi-conductor products, trademarks, geographical indications and designations of origin,**
 - performs activities under patent agents,**
 - obtains, processes and makes available the World Patent Fund,**
 - ensures the fulfillment of obligations under international industrial property treaties to which the Czech Republic is a member;**
 - actively participates in cooperation with other state administration bodies in the enforcement of industrial rights,**
 - cooperates with international organizations and national authorities in the field of industrial property.**
-

**THANK YOU FOR YOUR
ATTENTION**