

# Personal Information Management of LIS Ph.D. Scholars



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## PIM: Introduction

Personal Information Management(PIM) refers to a set of activities a person perform in order to acquire or create, store, organize, maintain, retrieve, use and distribute personal information for different purposes. This poster reports how LIS Phd Scholars manage their information which they collect during Ph.D. work in print and digital format using different methods as well as their own skills.



## Aim & Objectives of the study

To understand the different strategies and methods of Ph.D. scholars of Library and Information Science while gathering, storing, managing, retrieving the information of different formats of Ph.D. study

- To study various way the Ph.D. Scholars manage different types of Ph.D. related personal information (print and digital)
- To know the role of Information and Communication Technology (ICT) in managing Ph.D. related personal information.
- To identify problems faced by Ph.D. Scholars while managing Personal Information.

## Research Methods

### Methodology

- Descriptive research method: Survey

### Data collection tool

- Structured questionnaire (23 multiple choice questions ) based on comprehensive literature review

### Sample

- Ph.D. scholars currently doing and completed Ph.D. from any universities of Maharashtra state.
- 56 valid response

## Results

Questions	Analysis
Information collected for PhD	From the university where they were doing/ did Ph.D.(79%)
Format of Information	Both (Print and Digital ) (82%)
Manage print information	Photocopying and keeping in a physical files or folders with labels (82%)
Retrieve print information	Making excel sheet (45%)
Full text Digital/ Online Information storage	Stored on pen drive (76%)
Retrieval of Digital / Online Information stored on machine	By storing articles in folders and making excel sheets (48%)
Use of Social networks to collect and share Information	Yes (50%) ResearchGate (39%)
Use of reference management software	Zotero(34 %) & Mendeley25(%)
Method to save important web sites	Book mark/Favorite (63%) copying URL and saving in file (54%)
Use of mailing lists for information gathering and sharing	ILOSC (54%) LIS Forum (41%)
Strategies to manage e-mails	Using structure of folders in email service (50%)
At which stage of Ph.D. need more PIM	Data Collection (73%) Report Writing (66%)
Which skills are required more	ICT (84%)Classification (63%)
Experience of managing information	Easy (41%)(print Info) Very Easy (43%) (online Info)
Problems while storing or managing the personal information	Information overload (50%) Back up (49%)
Awareness about PIM applications	No (46%)

## Recommendations

- Information Literacy program organized by library for PhD scholars should include
  - How to use the reference management software like Zotero, Mendeley, EndNote, etc.
  - Use of PIM android applications
  - Use of web 2.0 tools
  - How to use the software for developing questionnaire
  - How to take online back up such as use of drop box, how to manage Google calendar while data collection

## Conclusion

- It can be concluded that there are different methods and strategies adopted by Ph.D. scholars to organize, maintain, share, and retrieve the print as well as digital form of information in their research journey
- Scholars took help of profession networks, email mailing list forum etc for gathering data. They used different web 2.0 tools, social networking sites too while managing and sharing information related to their Ph.D. work.
- Nearly all respondents collected/ used information in both format i.e. print and digital. It was observed that the respondents found difficult to manage print information over online/digital information.
- The respondents stored their print information as photocopying and keeping in a physical files or folder with labels after that they made excel sheets by doing data entry.
- In case of online/digital information most of them stored data on desktop/pen drive in form of folders and retrieved by making excel sheets.
- Zotero and Mendeley were equally famous among the PhD scholars.
- PIM was required for PhD scholars at the time of data collection and as well as was required at the stage of report writing. These are the two important phases of PhD.
- The respondents agreed that ICT skills required more for personal information management since we are dealing in digital/virtual world.
- Nearly half of the respondents were not aware of PIM application, 'EssentialPIM' which is available in android play store free of cost.

## Works Cited

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