INFS 111
INFORMATION IN SOCIETY

Session 5 – THE INFORMATION CYCLE

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Session Overview

This session will discuss the information cycle and who are involved in the cycle.

Session Objectives

At the end of the session, you should:

- – know how the generation, processing and the use of information is interwoven

- – identify information producers and how they generate information

Session Outline

The key topics to be covered in the session are as follows:

- Topic One: The cyclical nature of information

- Topic Two: Components of the information cycle

- Topic Three: Information producers

Reading List

- Stair, R. M. and Reynolds, G. W. (2006). Principles of Information Systems: A Managerial Approach. 7th Ed. Boston: Thomson Course Technology. pp. 5-8.

- Debons Anthony, Esther Horne and Scott Cronenweth. (1998). Information Science: An Integrated View. Boston, MA: G.K. Hall.

- Derr, Richard L. (1985) "The Concept of Information in Ordinary discourse." Information Processing & Management, 21: 489-99.

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Topic One:

THE CYCLICAL NATURE OF INFORMATION

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Introduction

- The Information Cycle
    - The creation and distribution of information from a discernible and repetitive pattern.

    - One of the major attributes of the phenomenon of information is the dependency factor;
        - Information builds on existing information.
        - Information. Eg. SC Johnson advertisement on Raid Cockroach Killer,
        - Generates itself and creates more information as it is used.

    - The creation, processing, storage, retrieval and dissemination of information and its use are interwoven.

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Topic Two:

COMPONENTS OF THE INFORMATION CYCLE

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Activities Involved in the Information Cycle

- Information Creation and Representation.

- Searching, selection and acquisition of information.

- Organization of information.

- Storage, preservation and retrieval of information.

- Dissemination and communication of information.

- Management of information.

NOTE: Refer o your Materials for the diagram of the information cycle

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Information Creation and Representation

INFORMATION CREATION

- Information is created or generated through:
  - writing,
  - painting,
  - conducting of research,
  - production of databases,
  - composition of music etc.

- Information is created by:
  - universities, e.g. University of Ghana
  - government agencies, e.g. EPA
  - private organizations, e.g. Action Aid;
  - research institutions, e.g. CSIR
  - database producers etc.

REPRESENTATION OF INFORMATION

- Presentation in the form of printed materials e.g.
  - books,
  - journals,
  - newspapers
  - electronic data.

- Editing
  - adds value to the raw information generated.

- Institutions responsible for representation of information
  - publishing organizations
  - database producers.

Searching, Selection and Acquisition of Information

SEARCHING

- Involves looking for information from:
  - books
  - journals
  - magazines
  - newspapers
  - publishers' catalogues
  - relevant databases etc.

- Institutions that search for information materials that can be acquired:
  - libraries
  - archives
  - museums
  - records management centres
  - information centres

SELECTION

- Process of identifying the right materials from the abundant materials that have been searched already.

- Good knowledge of the user community is essential
  - ensures that there is no wastage

ACQUISITION

- Acquisition of information is done through:
  - vendors
  - publishers
  - database producers
  - subscription agents,
  - jobbers, etc.

Organization of Information

- The essence of organizing information is to make the information that has been acquired available to users when it is needed.

- Tools used to organize information:
  – classification schemes
  – list of subject headings
  – thesauri (singular, thesaurus)
  – cataloguing tools
  – filing rules etc.

- Involves the analysis of information:
  – cataloguing
  – indexing
  – abstracting.

- Labels used are concepts (words) derived from the documents (materials) e.g.
  – an index entry
  – an abstract
  – catalogue entry

- Generally done by:
  – libraries
  – archives
  – information centres
  – records management centres
  – information companies
  – computerized information systems
  – database industries.

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Storage, Preservation and Retrieval of Information

STORAGE

Storage facilities
- cabinet files
- open shelves
- electronic formats
  - computer hard disc
  - databases
  - internet etc.

Providers of Storage facilities
- computerized information systems
- information companies
- libraries
- achieves
- media centres
- information centres
- records management centres
- museums and database industries.

PRESERVATION

Involves the proper keeping of information storage media.
- To prevent deterioration

RETRIEVAL

The process of extracting information documents or documents from a collection.

Retrieval tools
- Indexes
- catalogues
- bibliographies
- registers
- search engines

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Dissemination and Communication of Information

DISSEMINATION

Deals with the distribution of information for individuals or groups of people.

Institutions involved in the dissemination of information:
- Libraries
- archives
- records management centres
- museums
- information companies etc.

Selective Dissemination of Information (SDI).
- involves building the profile of an information user and providing him with relevant information in his field of interest in anticipation of need.

COMMUNICATION

Deals with the transmission of information to individuals, groups of people, organizations, devices etc. anywhere in the world.

Information can be communicated through e.g.
- spoken language
- written language
- body language
- electronic device

Issues involved in the communication of information:
- content or the information itself and
- vehicle or the means of transmitting the information

Management of Information

What has to be managed?
- All types of information infrastructure
- recorded objects
- hardware
- equipment
- People

- All information institutions are involved in the information management process.

- Systems analysis has to be done especially on libraries, archives and computerized information systems regularly to ensure that the system is working efficiently.

Topic Three:

INFORMATION PRODUCERS

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Producers of Information

- People who create or generate information in a more organized way. E.g.
    - Authors and writers
    - Researchers
    - Government administrators
    - Artists and musicians
    - Database producers
    - Historians
    - Journalists
    - Corporate organizations etc.

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