

Info-byte:

Information Management in Brief

What is Information Management?

Information Management is the discipline of managing all types of recorded information: archives and records, along with published information such as library material, all are information products.

What are library materials and how do they differ from records?

- Library materials, unlike records, have an imposed subject matter, and are consciously designed for dissemination.
- Unlike records they have no inherent relationships with other material and are likely to be discrete items
- Examples of library materials are: newspapers; radio programmes; novels; plays; commercial on-line databases
- These kinds of information products are usually arranged, described and searched for by subject

What are the links between records and library materials?

- The distinction between records and other forms of information is fuzzy.
- For example, the manuscript of a book and the finished printed book are related, but the former is a record and the latter published information.
- Records of activity can verify the published products, minutes and accounts can be used to validate the published annual report



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Information Management in Brief (cont'd)

Comparison of information and records

Information	Records
Consciously created with imposed subject matter	By-products of business activities
About, not produced by, social and organisational activity	Produced by, not about, social and organisational activity
Designed for dissemination or publication	Designed to facilitate and support business activities
Convey ideas, feelings, opinions — not necessarily factual or evidential	Convey facts and evidence
Important relationships with author, publisher etc	Important relationships with creator, activity, other related records

