IMPORTANCE OF DIGITIZATION INFORMATION IN ORGANIZATION

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Abstract
The purpose of this research is to identify important of digitization information in organization and information agencies. This paper discusses about the various challenges in implementing digitizing projects in the organization and information agencies. The biggest challenges that they faced is regarding costing or budget, lack of professional staff skills, lack of facilities, and many more. All these challenges can give big problem to the organization or information agencies. This research also explains regarding advantage when implementing digitization of information. There are various advantages when implementing digital information such as information accessibility, improve searching, timely access, improve display, potential of quality copying and speed, preservation of resources, space saving, sharing of resources and much more.
Keywords: Digitization, digitizing project, organization, information agencies, staff.

INTRODUCTION

In the era of technological advancement and sophistication, there are numerous challengers and odds of life that we have to encounter together. Nowadays, many people prefer to seek information using digital format. This is because, it is will easy for them to search the information that they need quickly and can reduce their time in searching the information. So that, information agencies such as library, archive and many more, should play vital roles in providing the accurate information weather in printed or digital format to users. The information agencies must have their strategic plan to digitize the information into digital format. Digitization of information also very important to preserve the information and materials in their agencies. This research focusses on important of digitization in organization and information agencies.

As we know, many university libraries or academic libraries over this world have adopted the concept in digitizing the information or preserving information and materials in digital form to their user. In developing countries, digitization has serious challenges to librarians and other information managers (Ezeani and Ezema, 2011; cited by Mapulanga (2013). Actually, there are many materials that can be digitized, such as, book, journal, manuscript, audiovisual and many more. All this material is very important in every organization that will provide to the user. Digitization of information can give users more benefit is searching the information, but many organizations still do not concern to implement digital information to their user.

1.1 PROBLEM STATEMENT

In this research, we identify that digitization of information is very important in every organization in this world. In this era of technologies, there are many software and hardware that can be used in digitizing the information. It is may give many benefits to the organization or information agencies. Unfortunately, an information agency also not concern about this problem. They do not realize that digital information vital for future use. However, there are many issues in digitizing the information in an organization.

- Costing problem
  When we talk about digitization of information, it will relate to budget and must have a lot of funds. Based on Riley-Ried (2015), he states that, hidden costs to be considered in digitizing the information. This is because, when an information agency wants to implement a digitizing project, it will use a high budget to complete the project.

- Lack of professional staffing
  According to Paul and Singh (2014), he said that, one of the problems in implementing digital information in Indian organization is lack of staff skills in digitizing the information activities. Indian organization may have many problems if they do not have expertise in digitizing the information.

- Lack of awareness regarding preservation and digitization of information
  An information agency does not aware regarding preservation of information for future use. In Africa, digitization of information is still new towards them (Kanyengo, 2006; cited by Mapulanga (2013). So that, many academic libraries involved in digitizing and preserving the important information and materials to their organization.

1.3 RESEARCH QUESTIONS
- What is digitization of information and it is important in organization and information agencies?
- What challengers that the organization and information agencies faced in digitizing the information?
- What are the advantages in digitizing the information?

1.4 RESEARCH OBJECTIVE
- To define the importance of digitization information in organization and information agencies.
- To explain the challenges of digitizing the information in organization and information agencies.
- To define the advantages in digitizing the information.

LITERATURE REVIEW AND PROPOSED FRAMEWORK

Why digitization is important? According to Pepper (2013), digitization of information is very important, this is because most of libraries and other cultural heritage organizations will provide important and heritage information to the user doing their research. So, we know that organization and information agencies are a very important medium that provide information and organization that keep the national heritage. Nowadays, many academic libraries are involved in digitizing books, archives of newspaper, music, historical images, theses and dissertation, and many other important materials Ameen (2013). This is because, an information agencies is realized that digitizing the information are very important to preserve their materials from printed materials into digital form. According to Liu (2004; cited by Ameen (2013) from the survey, the results show that, more than 100 digitization project in US academic library and other information agencies engaged in digitizing project; Havard Law School Library digitized 82,000 documents and Brown University Library digitized 1,500 pieces' sheet music.

One of the challenges that organization and information agencies face in implementing digital library projects in an academic library is regarding skills and knowledge to implement digital library services Ateboh (2013). So, lack of skills and knowledge in digitizing information is the major challenges that organization and information agencies face when they want to implement digital information project. With this problem, we can define that, lack of staff skills and knowledge regarding implementing digitization project can make their organization cannot implement digital information to their organization and users. In this case, staff that has skills and knowledge are required in managing and implementing digitization of important information. Besides that, Sashi (2012) said that, lack of professional staff also give major impact in implementing digitization activities in India academic library and other information agencies that provide information to their user.

Other than that, challenges that faced by organizations and information agencies is regarding the cost. According to Riley-Reid (2015), in implementing digitization project, the things need to be considered is hidden cost in digitizing information. So, costing is very vital in digitization project. This is because, in implementing digitization information will use high of budget and cost. In addition, there are a few steps that can follow on a digitizing project such as determine goals, assess the collection, analyze work flow, maintain quality control, identify financing, create and maintain metadata, educate and train, and identify legal and copyright issues. On the other hand, all this step will involve with high cost, and this problem founded by Riley-Ried (2015) in their research. So that, when an organization and information agencies do not have enough budget and costing, they cannot implement digitization projects in their organization. Next, digitization of information still uses high budget and time consuming activities and expensive project in implementing digital information to organization Terras (2015).

According to Sashi (2014), there are various advantages when implements digitization of information in information agencies such as information accessibility, improve searching, timely access, improve display, potential of quality copying and speed,

preservation of resources, space saving and sharing of resources. Firstly, for information accessibility, user can access the information anytime, anywhere, as long as they have an internet connection. Secondly, improve searching, with digitized information it is will provide advanced searching in seeking the information that needed. With advanced search, users will more easy to get the information that they need. Thirdly, timely access, it is will reduce time in searching the information that we need. Fourthly, improved display, we can define as a user-friendly display of information.
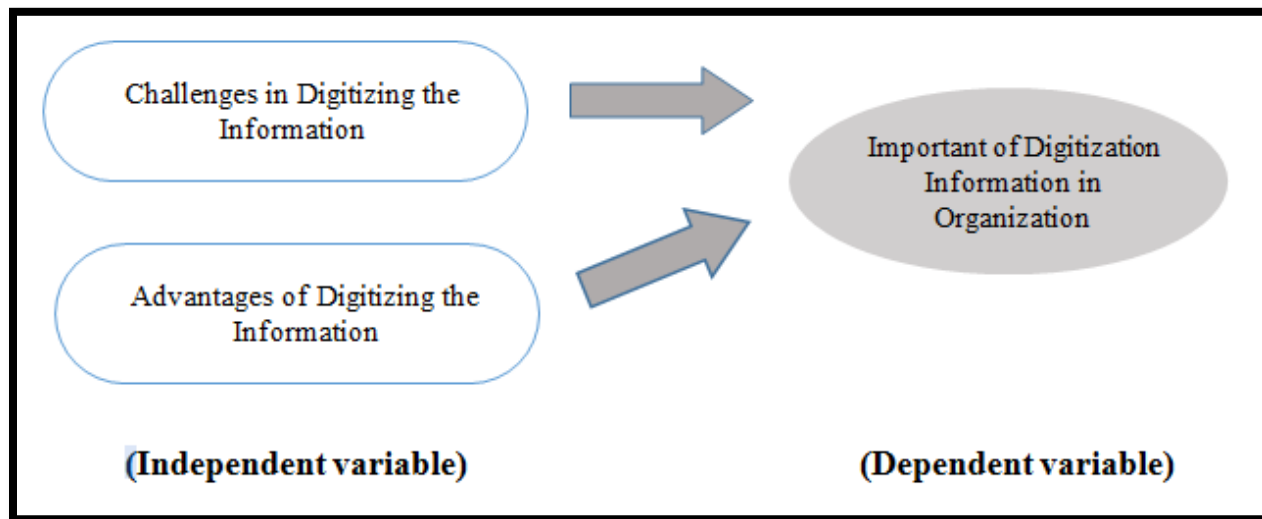

Figure 1: Proposed theoretical framework

Figure 1 is a theoretical framework that will be used to guide this research. Based on the previous study, the proposed theoretical framework illustrates a dependent variable important of digitization information in an organization, and two independent variable which is challenges in digitizing the information and advantages of digitizing the information . The framework will be used to answer the main research question, that is, important of digitization information in organization.

CONCLUSION

As a conclusion, digitization is the process of transferring materials such as a book, journal, newspaper and other printed materials into digital format. In this era of technology, people in this world more prefer to use and seek the information in digital format. However, this research focuses more on important of digitization in organization or information agencies. As we know, digitization of information is the best method to preserve the materials in the organization. Most academic library and other information agencies also realize that digitization of information is very important and they implement digital information to their organization and to provide the information to the user that need the information. On the other hand, an organization and information

agencies face various challenges in implementing digitizing projects in their organization. The biggest challenges that they faced is regarding costing or budget, lack of professional staff skills, lack of facilities, and many more. All these challenges can give big problem to the organization or information agencies. Besides that, this research also explains regarding advantage when implementing digitization of information. There are various advantages when implementing digital information such as information accessibility, improve searching, timely access, improve display, potential of quality copying and speed, preservation of resources, space saving, sharing of resources and much more.