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## QUESTIONS

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### **4 DOCUMENTS**

1. What are electronic documents dependent on?
2. Name the basic types of books.
3. Among the most famous periodicals are:
4. What documents are included in special literature?
5. Define the term gray literature.
6. What do you know about today's most important identification systems?
7. What is the structure of the bibliographic record?
8. What types of relevance do you know?

### **5 SOURCES OF INFORMATION, ACQUISITION, SEARCHING, AND MANAGEMENT OF INFORMATION**

1. What types of most important services do libraries provide?
2. We can distinguish between borrowing services from the fund of a given library and two basic services
3. What is the library system in the Czech Republic according to the Library Act?
4. What kinds of databases do database centers provide?
5. How can I define an electronic information resource?
6. What do you know about search tools?
7. What are search operators?
8. What are the basic usability keys for the site?

### **6 INFORMATION STRATEGIES OF THE ORGANIZATION, MODELS OF ICT MANAGEMENT AND INFORMATION SYSTEMS IN ORGANIZATIONS**

1. At what three basic levels is business management running from an ICT perspective?
2. What do you know the most commonly used two basic models of enterprise information management in practice?
3. What are the core areas of the Audit of the Information System?
4. What is the usual structure of IS security audit outputs?

5. What are the main benefits of ISO 9001 certification?

6. Are use and certification according to technical standards obligatory for all?

#### **4 DOCUMENTS**

1. The technical means, the standards of the environment used, the software tools necessary to access their content.
2. Monographs, proceedings, textbooks, college scripts, encyclopedias, dictionaries
3. Newspapers, magazines, yearbooks
4. Special literature includes standards, patents, and corporate literature.
5. Gray literature refers to documents that can not be obtained from a regular distribution network, for example through a book market
6. ISBN, ISSN, ISMN, ISAN, DOI
7. Inventory data, earmarked data, location data, descriptive data, occupational characteristics, service data.
8. Formal, factual, pertinent (personal)

#### **5 SOURCES OF INFORMATION, ACQUISITION, SEARCHING, AND MANAGEMENT OF INFORMATION**

1. Loan service, study analysis activity, search services, reference information services, consulting services, bibliographic services, reprographic services.
2. Absence and presence borrows books
3. Libraries set up by the Ministry of Culture of the Czech Republic, regional library, basic library, special library
4. Bibliographic databases, factual data bases, fulltext (fulltext) databases, catalog databases, registers, directories.
5. It is an information resource that is kept in electronic form and is available in computer network environments or other digital data distribution technologies.
6. Subject catalogs, search engines, meta search engines, virtual libraries.
7. Search operators are characters with special meaning for full-text search engines. Most search engines apply a set of general operators to specify the conditions that the search query (content) should meet.
8. Simplicity, the standard control that is common on most sites, does not force users to think unnecessarily.

#### **6 INFORMATION STRATEGIES OF THE ORGANIZATION, MODELS OF ICT MANAGEMENT AND INFORMATION SYSTEMS IN ORGANIZATIONS**

1. Strategic, tactical and operational

## 2. ITIL and COBIT

3. Information services used by individual business units, organizational issues related to the information system, company strategy, business and development plans and their impact on information system requirements.

4. Description of the detected situation, a basic security assessment of the system, description of identified deficiencies in the documentation, description of identified vulnerabilities and IS safety deficiencies, identification of critical sites, the proposal of countermeasures, including the recommendation of the implementation procedure.

5. Stabilization of the achieved quality level in the product and service assortment, increase revenues through efficiently set processes, increase the credibility of the company in the eyes of customers and other business partners.

6. In today's society, technical standards are qualified recommendations, not regulations. Their use is voluntary but universally beneficial.