

14.2. Major Assignment: Digital Personal Information Management Exam
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LIS-199 Information Use in a Digital World
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Answer **three** of the following questions. Responses must be a cumulative minimum of 360 words—roughly a page to a page and a half—not counting the questions themselves. To be clear, by *cumulative* I mean that all of the responses counted together, not each individual response. Some responses may be longer than others, but as long as all three responses together count up to at least 360 words, you're good to go.

1. What have you learned about "power searching" for information resources that you wished you had known before--whether either on the web or via library catalogs/databases--and how do you think it will help you find information more effectively moving forward?

2. We have discussed and utilized various methods for accessing high-quality information. A major focus has been search strategies aimed at maximizing your success when using databases and discovery services (including the library's online catalog). Many of you will lose access to the UNCG library after graduation, however. Aside from obvious access to Google and other search engines, how do you foresee, moving forward, maintaining access high-quality information through access to databases and discovery systems?

(This answer addresses both questions 1 and 2)

It amazes me how different a search result can be with the addition a wildcard character. You have taught us how search engines like Google and others are evolving to adapt to more natural language queries, but real searches are more like broken English. Development of real keywords and keyword strategies are vital for success in getting quality and exact information. Knowing how to search and where to search are the two sides of a coin. I have learned that you need both. Databases and catalogs work similar but are a bit more technical than generic search engines. I really need to practice more because I have seen a great difference in how I am able to find what I am looking for on the internet with keywords and wildcards alone. I have also learned about information/data germane to various topics, disciplines, trades, occupations, and other segmentations in their various databases, journals or libraries. There have been some memberships I am considering joining, to have access to information not otherwise available.

3. Consider both the convenience and risks of [cloud storage Links to an external site.](#) services such as Google Drive, OneDrive, DropBox, Adobe Creative Cloud, Amazon Cloud, and so on. If you regularly use such services, or plan to do so: (a.) How do or can they provide convenience to you, and (b.) what kinds of concerns do you think you should be considered in terms of consistency of access, personal security, security of others' information? [Hint: The last part of that question is particularly important if you do a job that requires you to have access to others' personal information--say, being a university adjunct lecturer who has [FERPALinks to an external site.](#)-protected records of students, a healthcare worker with access to [HIPAALinks to](#)

[an external site.](#)-protected information, anyone handling credit card information under [PCI-DSSLinks to an external site.](#) protection, or a government worker with a security clearance.]

I have used some of these services before and the two main reasons for doing so are the collaborative tools and availability of my digital assets (cloud). Without the need of sending two bazillion emails to my colleagues each time a document needs to be updated, we can all share access to the same file and make changes as needed. It is also nice to be able to leave my hardware at home and be able to access my assets that are stored in the cloud. This also extends to software or other applications like Apple Music, Microsoft Office, or Adobe Photoshop. There are obvious security concerns in utilizing cloud-based services thus I only use these services sparingly. I do not store or maintain sensitive materials in the cloud. This eliminates worry of data loss or compromise from hackers. Currently my work is not sensitive unlike others that deal with protected information such as health records, social security or credit card numbers.

4. Most of us really love our social media. But knowing what you now know about digital footprint and security of personal information when using social media, how do you think you'll be able to strike a balance between your social media presence and personal security--especially when using social media accounts that you don't want to make anonymous (such as LinkedIn or a Facebook account linked to your real-life identity)?

I deleted my social media account... well, kind of. I remember when the news reported that the Library of Congress was beginning to archive every tweet on twitter. This was back in 2010, but I remember reaching for my phone and deleting my account. I later rejoined back in 2018 and maybe tweeted 4 times since. It is still active, but I have not done anything with it. I have not had a Facebook profile since around 2012, and I have had the most god-awful-love-hate relationship with Instagram since I joined over ten years ago. I have deleted it no less than eight times over the years but finally let it go a few weeks ago. I still have a LinkedIn profile, but I use it just as often as the Twitter account. I honestly only keep some of these profiles open for SEO benefits, so my name appears favorably when it is googled. Social media used to be fun, but the monetization of everything has made it not enjoyable for me. Knowing how my movements on the web, including social media are tracked, I voluntarily take myself out of the game.