

Management of Libraries and Information Centres

Unit 1: Management

- Concept, Meaning, Definitions and Scope;
- Management Schools of Thought;
- Functions and Principles of Management;
- Scientific Management, Principles of Scientific Management and their application to Library and Information Centres
- Organizational Structures

Unit 2: Library House Keeping Operations

- Different Sections of Library and Information Centre
- Book Selection and Acquisition: Purpose, Objectives, Need and Functions. Book Selection Tools and Principles of Book Selection
- Technical Processing
- Serial Control, Circulation Control, Maintenance etc.

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- Stock Verification: Policies, Procedures and Methods
 - Online Bookshops: Identification, Advantages, Online Book Shops Vs Traditional Book Shops. URLs
 - Collection Development and Management Policies, Procedures.
 - Archiving- Conservation-Preservation, Print and non-print materials

Unit 3: Human Resource Planning, Management and Development

- Human Resource Planning: Meaning, Definitions and Planning Process.
- Human Resource Management: Meaning, Definitions and Functions.
- Job Description, Analysis and Job Evaluation;
- Recruitment procedures;
- Motivation, Delegation, and Decision Making;
- Training and Development
- Performance Appraisal
- Leadership Qualities

Unit 4: Financial Management

- Sources of Finance and their Importance.
- Budgeting: Meaning and Definition.
- Tips for Preparation of Budget.
- Budgeting Techniques and Methods: Line Budget, PPBS and Zero Based Budgeting.
- Budgetary Control.
- Cost effectiveness and Cost Benefit Analysis.
- Out sourcing

Unit 5: System Analysis and Design

- Concepts, Meaning and Definitions
- Study of a System
- Performance Evaluation of Library and Information Centres
- Performance Measurement
- Management of Information systems (MIS): Concept, Use
- Project Management, PERT / CPM.

Unit 6: Physical Facility Management

- Concept of Change.
- Changes in Procedures, Methods, Tools and Techniques.
- Problems of Incorporating Change.
- Techniques of Managing Change
- Total Quality Management (TQM): meaning, definition, concept, elements
- Use of Technology and Technology Management
- Risk Management, Contingency Management

Unit 7: Planning and Reporting

- Concept, Definition. Need, and Purpose; Types
- Policies and Procedures, MBO
- Building and Space Management in Libraries and Information Centres
- Library Statistics
- Library Committees: Importance, Types and Functions
- Library Rules and Regulations
- Annual Report: Compilation, Contents and Style