UNIT – I: Principles of Library Management

Management Vs Administration

General Principles and their Application

Library Organisation Structure and Library Governance

Library Planning: Need, Objectives and Procedures

Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management

Library Finance and Sources of Finance

Library Budget, Budgeting and Accounting

Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

UNIT – III: Library Building and Resources Management

Library Building

Collection Development

Acquisition of Periodicals and Serials

Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library

Circulation Work

Maintenance Shelving and Stock Verification

Preservation

Library Services

Reference and Information Service

UNIT – V: Library Records and Statistics

Staff Manual

Library Statistics

Annual Report
Recommended Books


8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.
