

UNIT - III:
LIBRARY ORGANISATION AND
ADMINISTRATION

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LIBRARY ORGANIZATION AND ADMINISTRATION

- Organizational Structure.
- Staff Manual.
- Library Surveys.
- Statistics and Standards.

LIBRARY ORGANIZATIONAL STRUCTURE

- An organisation established with an aim to achieve a set goal.
- Organisation is the design of the structure, the grouping of positions, which will best carry out the library's planned objectives.
- Organisation involves the designing of the structure of authority, defining and classing of posts, their relationship with each other and ensuring proper co-ordination for achieving the objectives of a library.

LIBRARY ORGANISING AS A PROCESS

- To determine the various activities based on their performance and objectives of the organization.
- To group the identified activities into closely related and similar activities as departments and divisions and further into sections, if necessary.
- To decide about the key departments which require more attention and their relative importance.
- To determine the various levels for which major and minor decisions are to be taken including centralization vs. decentralization .
- To determine the number of subordinates who should report directly to each executive or officer.

ORGANISATION STRUCTURE

- The structure defines the pattern of vertical flow of authority i.e. 'level' and the area over which the authority runs is known as the 'span' of an organization.
- Level-1- Librarian
- Level-2- Deputy Librarian
- Level-3- Assistant Librarian
- Level-4- Senior Professional assistant
- Level-5 - Library Assistants
- Level-6 - library Attendants

ELEMENTS OF ORGANISATIONAL STRUCTURES

- Job description and making organizational charts by the network of formal relationships and duties.
- Tasks and duties should be assigned to different people and departments to be known as 'differentiation'.
- Separate activities and tasks should be coordinated viz. 'integration'.
- Maintaining the power, status and hierarchical relationships within the organization, i.e., 'authority system'.
- The planned and formalized policies, procedures and controls that guide the activities and relationships known as 'administrative system'.

LIBRARY ADMINISTRATION

- The library administration is responsible for laying down the basic policies of the organisation, for providing a suitable organisational structure to achieve the set aims of the organisation and for appointing the management personnel for translating into reality the desired aims.
- Fayol brought out five distinguishing functions of administration-
 - To plan.
 - To organise.
 - To command.
 - To co-ordinate and to control.

LIBRARY ADMINISTRATION

- Luther Gulick adopted Fayol's ideas and restated the functions under the catchword 'PODSCORB'. It stands for the following seven functions :-
 - Planning
 - Organising.
 - Staffing.
 - Directing.
 - Coordinating.
 - Reporting.
 - Budgeting.

LIBRARY ADMINISTRATION

- **Planning-**This essentially refers to establishing a broad sketch of the work to be completed and the procedures incorporated to implement them.
- **Organising-** Organizing involves formally classifying, defining and synchronizing the various sub-processes or subdivisions of the work to be done.
- **Staffing-** This involves recruiting and selecting the right candidates for the job and facilitating their orientation and training while maintaining a favourable work environment.

LIBRARY ADMINISTRATION

- **Directing-** This entails decision making and delegating structured instructions and orders to execute them.
- **Coordinating-** This basically refers to orchestrating and interlinking the various components of the work.
- **Reporting-** Reporting involves regularly updating the superior about the progress or the work related activities. The information dissemination can be through records or inspection.
- **Budgeting -** Budgeting involves all the activities that under Auditing, Accounting, Fiscal Planning and Control.

STAFF MANUAL

- A staff manual is used to give knowledge about the objective of the library to the staff members and to inform them about their duties and responsibilities.
- Contains the information on the activities, functions and policies of the departments and section of the library, rules and regulations of the library, is called the staff manual.
- The staff manual also helps in coordinating different activities and in preventing any mistakes on the part of the staff members due to their inadequate.

KEY ASPECT OF A STAFF MANUAL STAFFING

The process of staffing comprises of the following major elements:-

- Effective recruitment and selection.
- Sound classification and pay plans.
- Correct placement.
- Appropriate training and development.
- Adequate provision for retirement.

LIBRARY SURVEY

- According to ALA Glossary: A Survey is a scientifically conducted study through which data is gathered according to a definite schedule, Which is presented in statistical summarized form.
- The library survey may be defined as “a systematic collection of data concerning libraries, their activities, operations, staff, use and users, at a given time or a given period”.

PURPOSES OF LIBRARY SURVEYS

- To study existing library condition like library services, library facilities, users etc. conditions and desired standards.
- To make suggestions for their improvement.
- To develop library standards.
- To examine and evaluate the nature of collection for an implied or specific purpose.

TECHNIQUES OF SURVEY

- Questionnaire
- Interview
- Observation
- Case study

LIBRARY STANDARDS

- Standardization may be defined as a pattern of an ideal, a model procedure, a measure for appraisal.
- Standards are essential for library organization and services. Standards are helpful in developing library collection, employing skilled manpower and systematic arrangement of library collection.
- Standards are also useful for rendering an uniform and orderly services to library users.
- Standards are also used for evaluating the collection and services in a library.

LIBRARY STANDARDS

DEFINITION

- According to ALA - “An ALA standard is intended as a criterion by which current judgments of value, quality, fitness and correctness are confirmed.
- According to Webster’s New world Dictionary , it is something established for use as rule or basis of comparison in measuring of judging capacity, quantity context, extent, value, quality.

NEED OF STANDARDS IN LIBRARY

- To encourage international corporation among libraries.
- To properly understand and appreciate the philosophy and objectives of the profession of librarianship.
- To ensure increased confidence of the public into the libraries as
- Institution and the utility of library service.
- To gauge the working of various library units.
- To ensure the provision of efficient library service to one and all.
- To ensure the satisfaction of the clientele.
- To lay down the minimum requirements for a good library service.

SEVERAL NATIONAL AND INTERNATIONAL LIBRARY STANDARDS GIVEN BY DIFFERENT ORGANIZATIONS

- IFLA Guideline for Public Libraries
- ACA - Standards for College Libraries 1975.
- ARL/ACRL - Standards for University Libraries 1978-79..
- MODS - Metadata Object Description Standards.
- MADS - Metadata Encoding Authority Description Standards.
- METS - Metadata Encoding And Transmission Standards
- ISSN - International Standard Serial Number.
- ISBN - International Standards BOOK Number.
- ISDS - International Serials Data System.

LIBRARY STATISTICS

- Statistics word coined from Latin word “status”, It refers to a method of dealing with quantitative information involving collection, analysis, presentation and interpretation of data.
- It is a branch of mathematics which appears to have originated in 18 th century.

OBJECTIVES OF LIBRARY STATISTICS

- It helps to determine the growth of library.
- It helps to the librarian for comparison between previous and current library activities.
- It helps to controlling all the activities.
- It helps to librarian for evaluation of the staff performance.
- It helps to write the history and reports of library.
- It helps the librarian in planning and controlling the activities of library.
- It also helps us in comparing a particular library with other library.

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THANK YOU