

Paper- B-107 - MANAGEMENT OF LIBRARY AND INFORMATION CENTRES



UNIT – I: Principles of Library Management

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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

1. **BRYSON (Jo)**. Effective library and information centre management. 1990. Gower, Hants.
2. **CLAYTON (P R)** and **GORMAN (G E)**. Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.
3. **EVANS (G E)** and **SAPONARO (M Z)**. Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.
4. **KATZ (W A)**. Collection development: the selection of materials for libraries. 1980. Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR**. Library management in electronic environment. 2007. Har-Anand Publications, New Delhi.
6. **MATTHEWS (J)**. Strategic planning and management for library managers. 2005. Libraries Unlimited, London.
7. **MITTAL (R)**. Library administration: theory and practice. 2007. Ess Ess, New Delhi.
8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.
9. **SEETHARAMA (S)**. Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
10. **STUEART (R D)** and **MORAN (B B)**. 2007. Library and information center management. Libraries Unlimited, London.