

HEMCHANDRAYACHARYA NORTH GUJARAT UNIVERSITY

Bachelor Of Library and Information Science

Paper - VI : Library Management

Unit - 1 Management

- ❖ Concept; definition and scope;
- ❖ Functions and Principles of Management
- ❖ Organizational structure

Unit - 2 Library House Keeping Operations

- ❖ Different Sections of Library & Information Center & their functions
- ❖ Book ordering (Acquisition),
- ❖ Technical Processing
- ❖ Serials Control, Circulation Control Maintenance etc., Stock Verification - Policies,
 - Procedures and methods
- ❖ Archiving - Conservation - Preservation, Print & Non-print materials
- ❖ Restoration including print, Non - Print and Electronic Materials

Unit - 3 Collection Development

- ❖ Principles of Document selection
- ❖ Selection Tools
- ❖ Collection Development and policy
- ❖ Collection Management Policies and Procedures
- ❖ Collection, Evaluation and Weeding

Unit - 4 Library Budget

- ❖ Budgeting Techniques and methods - PPBS, Zero Based Budgeting
- ❖ Budgetary Control

Unit - 5 Planning Library Building

- ❖ Building and space Management in Libraries
- ❖ Library Statistics

Unit - 6 Reporting

- ❖ Types of reports, Annual Report - Compilation, Contents and Style;
- ❖ Library Statistics

Selected Readings :

1. Brophy Peter and Courling Kote, Quality Management for Information and Library Managers, Bombay Jaico, 1997.
2. Bearwell, Ian; Holden Len, Ed. Human Resource Management; Contemporary Perspective, Delhi, McMillan, 1996.
3. Bratton, John and Gold, Jeffery. Human Resource Management : Theory and Practice, Basingstoke : Macmillan, 1994.
4. Bryson, J. O. Effective Library and Information Management, Bombay ; Jaico, 1996
5. Evans, G Edward Management Techniques for Librarians. New York, Academic Press, 1976.
6. Gupta, A. K. Management Information Systems, New Delhi: S Chand & Co.
7. Katz, W.A. Collection Development Selection of Materials for Libraries, New York, HRW., 1980.
8. Karishnkumar. Library Administration and Management, Delhi, Vikas, 1987
9. Martino R L. Information Management; Dynamics of Management Information System, New York; McHill, 1969.
10. MerDICK, Robert G and others. Information Systems for Modern Management New Delhi, Prentice - Hall, 1992
11. Mittal, R L Library Administration Theory and Practice, Ed. 4, Delhi, Metropolitan
12. O' Brein, James. Management Information Systems: Concept, Techniques and Application, New York, VNR, 1970.
13. Lazer, Peter. Information System Design and Management, Bangalore : SRE for Library Science, 1985.
14. Paranjpe, Vivek. Strategic Human Resource Management, New Delhi, Allied, 1997.
15. Parker, Charles and Café Thomas. Management Information Systems ; Strategy and Action New York : McGraw Hill, 1993.
16. Person, R J Ed., Management Process : Selection of Readings for Librarians Chicago, ALA, 1983
17. Sadagopan, S Management Information Systems, New Delhi : PHI, 1997.
18. Thieranf Robert J Systems Analysis and Design of Real time Management Information System. Englewood Cliffs, N J : Prentice Hall, 1975.