

MANGALORE UNIVERSITY
Department of Library and Information Science
Master of Library and Information Science

LSH451: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES-I

Objectives:

- To train the student in the techniques of librarianship and management of Library
- Understand the application of management theories in library and information area
- To study Organizational structure of library and information centers
- To understand Technical processing and preparation of documents for use.
- To familiarize students with maintenance, preservation and conservation of information resources
- To study record management concepts and issues.
- To study Library rules and regulations.

Course Outcome (CO):

- CO1 Familiarizing students to basic principles, practices, procedures to manage different types of libraries.
- CO2 Be able to understand concepts of management, functions, and principles scientific management.
- CO3 Gain the knowledge of organizational structure
- CO4 Have knowledge of selection and acquisition of books and other documents
- CO5 Have knowledge of transitions / circulation of documents
- CO6 Able to understand the art of maintenance and preservation of documents.
- CO7 Experience the application of management theories in library management, organization or administration
- CO8 Able to apply their knowledge to information acquisition, processing and retrieval at workplace.

- Unit 1 : Management Concept, definition and scope, Management styles and approaches, 08hrs
Principles and functions of management, Principles of Scientific Management.
- Unit 2 : Organizational structure: Principles of Organizational structure, Organizational 08hrs
structure of Library and Information Centres
- Unit 3 : Collection development: Types of documents and selection and acquisition: Tools, 08hrs
Procedures and Policies, Problems of Collection development
- Unit 4 : Technical Processing and Preparation of documents for use: shelving, Circulation work, 06hrs
Methods of book circulation- charging and discharging systems.

Unit 5	: Maintenance, Preservation and Conservation of Information Resources- procedure policies and techniques, stock verification, Binding and weeding out	08hrs
Unit 6	: Library committee, Library statistics, Annual reports: Compilation, Contents and style, Library rules and regulations.	08hrs
Unit 7	: Records Management Concepts and Issues.	04hrs

References:

1. Application of Management Technique to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979
2. Chatterjee, AK: Introduction to Management: Its Principles and Techniques, Kolkatta, World Press.
3. Davar, RS: The Management process, 1982
4. Jones, N & Jordan, P: Staff Management in Library and Information work, 1982.
5. Katz, WA: Collection Development: Selection of Materials for libraries, New York, HRW, 1980
6. Krishna Kumar: Library Administration and Management, Delhi, Vikas, 1987
7. Mittal RL: Library Administration: theory and Practice, Ed 4 , Delhi, Metropolitan ,1984
8. Sharma JK: Personnel Management in Libraries, 1981.
9. Philip D. Leighton and David C. Weber, Keyes D. Metcalf ed: Planning academic and research library buildings, ESS-ESS publication, New Delhi, 2010.
10. Ramansu Lahiri: Management of libraries concepts and practices, ESS-ESS publication, New Delhi, 1996.
11. S.P. Singh ed: Library Administration and Resources, Omega publications, New Delhi, 2009.
12. Dr. Subodh Gopal Nandi: Library Management: Recent thoughts and development, Kaveri Books, 2011.
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14. B.S. Panwar and S.D. Vyas: Library Management, B.R. publishing corporation, New Delhi, 1986.
15. Ms. Kalpana Das Gupta ed: Library practice for effective management, Indian Library Association, New Delhi, 2001.
16. Khaisar M. Khan, Mallaiah, Vishala B.K.: Proceedings of the National Conference on 'Democratization of Information using ICT: Role of Libraries for Social Enlightenment (DEMICT-2014), DLISc., Mangalagangothri, 2014, ISBN: 978-93-82845-33-1.