

# Library Management



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## Description

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Introduction, Management - Meaning, Scientific Management, Management School of Thought, Functions

of Management, Management in Library System

## Chapter 2: Library Organizational Structure

Introduction ,Formal and Informal Organizational Structures ,Process of Structuring ,Factors Affecting

Organizational Structure ,Principles of Organizations ,Characteristics of Division (Departmentation)

,Organisational Charts

## Chapter 3: Management Information System (MIS)

Introduction ,Definition and Meaning of Management Information System ,Scope, Objectives and Purposes

of Management Information System ,Characteristics of Management Information System ,Benefits of

Management Information System ,Problems and Pitfalls in Developing MIS ,Management Information

System for Library and Information Managers

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Management Information System ,Problems and Pitfalls in Developing MIS ,Management Information

System for Library and Information Managers

## Chapter 4 : Physical Structure of Library

Introduction, Library Building, Library Furniture, Library Equipment, Other Aspects, Standards

Specification

## Chapter 5 : Personnel Management

Introduction, Definition, Aims of Personnel Management, Importance of Personnel Management, Function

of Personnel Management, Problems in Personnel Management

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