

LIS301 Management of Library and Information Centres –II



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? Resource mobilization

? Budgeting methods – PPBS and ZBB,

? Cost effectiveness and cost benefit analysis

? Outsourcing

Unit-2: Systems Study

? Systems Study: Concept, Components analysis, evaluation and design. Library as a System, Subsystems

of a Library

? Performance evaluation of Library and Information Centres

? System Analysis , PERT/CPM, Work studies, Flow chart and Gantt charts, SWOT Analysis: Concept

and use

? Management Information System (MIS): Concept and Use

? Project management: Definition, objectives, scope, Organizational planning, Stages

? Management Consultancy: concept and evolution, Impact on librarianship and libraries

Unit-3: Quality Management

? Quality management: Quality concept, element and application to libraries and information centres,

? Total Quality Management: Definition, scope and purpose and application to Libraries and information

centres

? TQM Tools and Techniques

? Quality Standards

Unit-4: Marketing of Library and Information Services

? Marketing: Concept and Definition

? Need of Marketing Library Services

? Marketing Mix

? Marketing Approach

Unit-5: Knowledge Management

? Knowledge Management - definition, concept, need, value, process and basic tools

? Knowledge mapping and information auditing, KM development roles

? Tools and Techniques of KM – Data mining, Text mining, Knowledge sharing concepts.

? Role of Information professionals in KM - Impact of professional information skills, powering information.

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