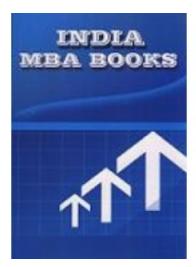
# Library Management



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Unit-3: Physical Planning of Libraries – standards.

Module-2: Library Operations and Services

Unit-4: Collection Development

Unit-5: Circulation Activities

Unit-6: Collection Maintenance, Shelving and stock verification

Unit-7: Preservation of library materials

Module-3: Personnel Management

Unit-8: Library staff-job analysis, In-service Training, Staff Manual, Library

Committees

Unit-9: Library Rules and Regulations

Unit-10: Office Management

Module-4: Financial Management

Unit-11: Library Finance

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