

# Library Management



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## **Description**

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**Publisher: MEHTA SOLUTIONS**

**Edition Description: 2021-22**

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Paper - II : Library Management

Module-1 : Principles of Library Management

Unit-1 : General Principles of Management and their application to Library Management.

Unit-2 : Library Organizational Structure

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

Unit-12 : Budgeting and Accounting

Unit-13 : Library Statistics

Unit-14 : Annual Report

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