

# 11UPLIS1C03 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES



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## **11UPLIS1C03 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

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Unit-II Various sections in a Library- Routine work in Acquisition, Technical, Circulation, Maintenance, Reference and Binding Sections- Books selection: Need and purpose, Principles and theories, Book selection tools - Collection Development Policy and Evaluation.

Unit-III Periodical Selection, methods of subscription, recording methods and problems in periodical procurement- Charging and discharging methods- Maintenance: Shelving methods, shelf rectification, stock verification- Binding and preservation.

Unit-IV Library Governance - Library authority - Library committee, need and functions Library manpower- staff formula. Library Ethics - Library Finance: Budgeting.

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