

LISC421 Management of Libraries and Information Centres



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Library operations - acquisition, serial control, technical processing, circulation & reference.

Conservation & preservation, shelving, stock verification, binding and weeding out.

Unit 3: Human Resource Management: Objectives and functions – selection, recruitment, interviewing the candidates, training & staff development, performance appraisal, discipline and

grievances. Manpower Planning – job description, job analysis, job evaluation. Motivation,

leadership and ethics.

Unit 4: Financial Quality and Management: Financial responsibility and control, Budget planning and evaluation tools. Budgeting techniques – cost benefit, cost effective analysis and

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steps – MBO – planning techniques – decision making. Operations planning – Gantt Charts,

PERT/CPM, TQM. Strategic planning process – SWOT analysis.

Unit 5: Management of LIC: Principles of organizational structure, organizational structure of

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