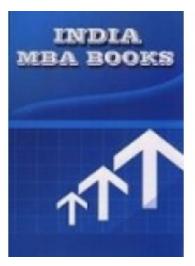
MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES Objectives



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Short Description
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UNIT 1

1 CREDIT

Management & its functions

- 1.1 Schools of management & approaches to management
- 1.2 Planning & Organizing
- 1.2.1 Planning: definition, need, types, principles, steps, policies & procedures, decision making, MBO, Building and Space management in LICs, Risk & Contingency management
- 1.2.2 Organization-structures, authority & its characteristics, delegation of Authority: modes, principles
- 1.3 Human Resource Management: concept, job analysis, job description & job specification, recruitment & hiring procedures, training & development, discipline & grievances, performance appraisal, motivation & leadership theories

UNIT 2

1 CREDIT

Financial Management

- 2.1 Budgeting techniques & methods -PPBS, ZBB
- 2.2 Budgetary control systems: cost-effectiveness& cost- benefit analysis
- 2.3 Outsourcing-concept, need, benefits, limitations, library services to be outsourced

UNIT 3

1 CREDIT

System Analysis & Design

- 3.1 Library as a system, system analysis & design
- 3.2 Monitoring & Control techniques: Management Information System, Network techniques- PERT/CPM
- 3.3 Performance Measurement & Evaluation Technique
- 3.3.1 Performance Measurement concept, need, Performance Measurement in LICs, Time & Motion Study
- 3.3.2 Performance Evaluation of libraries- meaning, objectives, stages, areas, method, evaluation of library performance, SWOT analysis UNIT 4

1 CREDIT

Total Quality Management, Change Management, Marketing of Library & Information Services

- 4.1 Total Quality Management: Concept, objectives, elements, techniques, quality audit, TQM for LICs
- 4.2 Change Management: Concept, forces of change, changes in procedure, types, steps, techniques, problems, Change Management in LICs

Re-engineering- concept, steps, sources, Re-engineering in libraries 4.3 Marketing of Library & Information Services: Concept, need, market analysis, market segmentation, marketing mix, marketing audit, marketing of library products & services, promotion techniques including electronic media

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