

MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES Objectives



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Short Description

University of Pune MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES Objectives

Description

**MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES
Objectives BASICS SOLVED PAPERS AND GUESS**

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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

Details

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2. Delivery in 5-7 days

3. Courier india only

4. Rating of product : largest selling