

LIS201 Management of Library and Information Centres



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? Management: Concept, definition, need and scope

- ? Management schools of thought
- ? Scientific management: functions and principles; POSDCORB
- ? Principles of management and their applications in Library and Information Centres
- Unit – 2 Collection Developments
- ? Book selection: concept, need, methods, principles and tools
- ? Acquisition: Policies and Programmes, Good Offices Committees (GOC)
- ? Acquisition of Books, Periodicals and Non-book materials
- ? Recent trends in Acquisition: Web based / online acquisition of reading materials
- Unit – 3 Library House Keeping Operations
- ? Technical Processing, Serial Control, Circulation Methods
- ? Shelving, Maintenance, Stock Verification & Shelf Rectification Methods
- ? Preservation, Conservation and Restoration of reading materials
- ? Archiving - Concept
- Unit – 4 Library Reports and Statistics
- ? Reporting: Types of reports, Annual report
- ? Library Statistics: Concept, need and purpose
- ? Fittings and furniture, Space Management
- ? Library Committee: Concept, Importance, Function, Types of committees, rules and regulations
- Unit – 5 Human Resource Management
- ? HRM: concept, need and purpose, Planning, Policies & Issues
- ? Staffing: Recruitment methods, Staff training and Development, Staff formula and Manual
- ? Supervision, Motivation and control, Leadership, Interpersonal relations
- ? Job Analysis, Job Description, Job Evaluation & Performance appraisal

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