

# LIBRARY MANAGEMENT



**Brand:** Mehta Solutions

**Product Code:** BLIS-02

**Weight:** 0.00kg

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## Short Description

**LIBRARY MANAGEMENT printed notes**

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**Product Details: LIBRARY MANAGEMENT printed notes**

**Format: printed a4 notes**

**Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM**

**Publisher: MEHTA SOLUTIONS**

**Edition Description: 2021-22**

## **RATING OF BOOK: EXCELLENT**

**number of pages : 240**

### **ABOUT THE notes**

### **FROM THE PUBLISHER**

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### **Section 1: Principles of Library Management**

Unit 1: General Principles of Management and the Application to Library Management

Unit 2: Library Organisational Structure

Unit 3: Management Information System

Unit 4: Physical planning

### **Section 2: Information Resources Development**

Unit 5: Types of Information Resources Selection Principles including the communication Media

Unit 6: Different Types of Selection Tools and the Importance

Unit 7: Acquisition Procedure Books and Non- Printing Material

Unit 8: Acquisition of Periodicals and Serials

Unit 9: Technical Processing

### **Section 3: Use and Maintenance of the Library**

Unit 10: Circulation Work

Unit 11: Maintenance Shelving and Stock Verification, etc.

Unit 12: Elements of Binding and Preservation

### **Section 4: Human Resource Development**

Unit 13: Human Resource Development Concept and Contours

Unit 14: Personnel Planning

Unit 15: Participatory Management and Total Quality Management (TQM)

### **Section 5: Library Finance, Library Budget**

Unit-16: Library Finance

Unit 17: Budgeting and Accounting.

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