

SEMESTER –II

Course Code: P24LIS6

Course Name- 2.1: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Credit Distribution			Total Credits	Internal Marks	Semester Marks	Total Marks
L	T	P	L+T+P	C1	C2	C3
5	-	-	5	25	75	100

Objectives:

- To develop an understanding of modern Principles of Management
- To understand the various managerial operations of Library and Information Centers
- To apply the relevant management techniques in modern Library and Information Centers
- To impart the techniques of library routines both physical and online environment
- To develop an understanding of various Organizational Positions and Techniques of Managing Human Resources

A. Course Outcome (CO)

After completion of the course, students will become familiar with the basic concepts in Library & Information Science.

COs	Course Outcome	Level	Level
CO 1	Understand the different school of Management and their relevance in Library and Information Centres	Understand	K2
CO 2	Recognize the management principles and apply these to one's own work in library environment	Apply	K3
CO 3	Assess the Human Resource requirements and related issues in libraries	Analyze	K4
CO 4	Identify different sections of library and illustrates their functions	Apply	K3
CO 5	Understand the quality management approaches and their application to Library & Information Centres	Understand	K2

B. Syllabus

Unit- I

Management: Concept, Definition, Scope, Principles and Functions of Management; Schools of Management Thought; Systems Analysis and Design

Unit-II

Planning and planning strategies: Library Planning-Concept, Definition, Need, Types and Steps in Planning–MBO.

Unit-III

Human Resource Management: Concept, Need, Purpose and Functions; Job Description and Job Analysis – Selection, Recruitment, Staff Formula, Training and Development, Leadership – Team building – Motivation and Decision Making; Total Quality Management.(include different sections of Library)

Unit-IV

Financial Management: Planning and Control – Resource Generation. Budget: Types and Budgetary Control Techniques – Cost Effective and Cost Benefit Analysis in Libraries.

Unit-V

Resource Management: Collection development: Print and digital – Policy, Issues; Library Routines, Circulation, Maintenance Preservation and Conservation-Evaluation.

Unit-VI CURRENT CONTOURS (For Continuous Internal Assessment Only):

Case Study-Bharathidasan University, National Institute of Technology, Tiruchirappalli, Indian Institute of Management, Tiruchirappalli and St. Joseph College, (Acquisition, Technical Processing, Circulation and Periodicals)

Selected Readings

1. Beardwell, Ian; Holden, Len & Claydon, Tim. (2004). Human Resource Management: A contemporary approach. 4th ed. London: Prentice Hall.
2. Bryson Jo. (1996). Effective Library and Information Management. Jaico Pub. House.
3. Drucker, Peter F. (2002). Management Challenges for the 21st century. Oxford: Butterworth Heinemann.
4. Evans, G. Edward & Layzell, Patricia. (2007). Management Basics for Information Professionals, 2 Ed. Libraries unlimited.
5. Johnson, P. (2014). Fundamentals of collection development and management. American Library Association.
6. Johnson, Peggy. (2009). Fundamentals of Collection Development and Kumar, Krishan (1987). Library Administration and Management. New Delhi: South Asia Books.
7. Khanna, J. K. (2008). Managing university and college library. Delhi: Sanjay Prakashan.
8. Kumar, Krishan (2007). Library Management in Electronic Environment. New Delhi: HarAnand Publications Pvt. Ltd.
9. Mittal, R. L. (2007). Library Administration: Theory and Practice. New Delhi: EssEsss Publications.
10. Narayana, G J. (1991). Library and Information management. Prentice Hall of India.
11. Paton, Robert A. (2000). Change Management. Response Books.
12. Ranganathan, S. R. (2006). Library Administration. New Delhi: EssEss Publications.
13. Redfern, B. (1995). Studies in library management. London: Clive Bingley.
14. Rowley, Jennifer (2001). Information Marketing. Ashgate Publishing Limited.
15. Sharma, C K and Kiran Singh. (2005). Library management. Delhi: Atlantic.
16. Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10th ed. McGraw Hill Inc.
17. Stueart, Robert D & Moran, B. (2007). Library and Information Centre Management. 7th ed. Libraries Unlimited
18. Mittal, R.L Library Administration: Theory and Practice. New Delhi: S.S Publication, 2007.
19. Mookerjee, Subodh Kumar Library organisation and library administration, Calcutta: The world press private ltd. 1972.
20. Narayana, G. J. Library and information management. New Delhi : Prentice-Hall of India, 1991.

C. Mapping of COs with POs & PSOs

Mapping of COs with POs & PSOs										
COs	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	2	3	3	3	3	3	3
CO2	3	3	3	2	3	3	3	3	3	1
CO3	3	2	3	3	1	3	3	2	3	1
CO4	3	3	3	1	3	3	3	1	3	2
CO5	3	2	3	3	3	3	3	2	3	3