

DSC 5

Management of Library and Information Centres

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 5: Management of Library and Information Centres	4	3	1	0	-	-

Course Objectives

The course aims to develop an understanding of management principles and their application in library settings, including planning, governance, and quality management. It equips students with essential skills in financial management, human resource management, and collection development. The course also prepares learners to efficiently manage library services and operations while enhancing user engagement and service delivery.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Develop understanding of the principles of management and functions of managing a library and information centre, including planning, organizing, staffing, directing, and controlling.
- ☞ Gain the knowledge of financial management in libraries, including budgeting, financial planning, and resource allocation.
- ☞ Learn about the management of human resources in a library setting, including staffing, training, and development.

- ☞ Acquire the knowledge of library operations, including collection development, technical processing, circulation, and maintenance and learn the provision of library and information services.

UNIT I: Concept and Functions of Management 12 Hours

- ☞ Principles of Management and Their Application in Libraries
- ☞ Total Quality Management and its application in Libraries
- ☞ Library Planning
- ☞ Organizational Structure of Libraries
- ☞ Library Governance
- ☞ Library Statistics and Annual Report

UNIT II: Financial Management and Human Resource Management 11 Hours

- ☞ Sources of Library Finance and Resource Allocation
- ☞ Library Budget and Budgeting Techniques
- ☞ Staffing: Recruitment and Selection
- ☞ Staff Development and Motivation
- ☞ Performance Appraisal

UNIT III: Collection Development and Management 11 Hours

- ☞ Collection Development policies and procedures
- ☞ Selection and Acquisition of Library Materials
- ☞ Collection Maintenance and Weeding
- ☞ Preservation and Conservation of Library Materials

UNIT IV: Library Services and Operations 11 Hours

- ☞ Circulation Procedures and Services:
- ☞ Reference and Information Services
- ☞ Online Information Services
- ☞ Promoting Library Services

Essential Readings

- ☞ EVANS (GE) and ALIRE (CA). Management basics for information professionals. American Library Association, Chicago. 2013.

- ☞ MORAN (BB) and others. Library and information center management. Ed. 8. Bloomsbury Academic, United States. 2017.
- ☞ CLAYTON (PR) and GORMAN (GE). Managing information resources in libraries: collection management in theory and practice. Facet Publishing, London. 2006.
- ☞ KRISHAN KUMAR. Library management in electronic environment. Har-Anand Publications, New Delhi. 2007.
- ☞ MATTHEWS (J). Strategic planning and management for library managers. Libraries Unlimited, London. 2005.
- ☞ RANGANATHAN (SR). Library administration. New Delhi, Ess Ess Publications, New Delhi. 2006.

Suggested Readings

- ☞ LISA (KH) and DIANE (LV), eds. Library management: a practical guide. Ed. 2. ALA, Chicago. 2019.
- ☞ EVANS (GE) and SAPONARO (MZ). Developing library and information center collections. Ed. 5. Libraries Unlimited, London. 2005.
- ☞ KATZ (W A). Collection development: the selection of materials for libraries. Holt, Rinehart and Winston, New York. 1980.
- ☞ MITTAL (R). Library administration: Theory and practice. Ess Ess Publications, New Delhi. 2007.
- ☞ SEETHARAMA (S). Guidelines for planning libraries and information centres. IASLIC, Calcutta. 1990.
- ☞ SINGH (KP). The Planner: Actions and Reflections. Today & Tomorrow's Printer and Publishers. 2025.