

# Course - IV (d)

## Library Planning and Management

| Course Title & Code                              | Credits | Credit Distribution |          |                     | Teaching Hours | Internal Marks | Exam Marks | Total Marks |
|--------------------------------------------------|---------|---------------------|----------|---------------------|----------------|----------------|------------|-------------|
|                                                  |         | Lecture             | Tutorial | Practical/ Practice |                |                |            |             |
| Course-IV(d):<br>Library Planning and Management | 4       | 3                   | 1        | 0                   | 60 Hours       | 25             | 75         | 100         |

### Course Objectives

Upon completion, scholars will master strategic planning, organizational structures, and functional space management for modern libraries. They will gain expertise in personnel management, leadership models, and TQM. Additionally, they will apply financial budgeting, systems analysis techniques like PERT/CPM, and data-driven library analytics to evaluate service effectiveness.

### Unit-1: Planning and Organizational Structure (15 Hours)

- ☞ Planning Methodology: Strategic, tactical, and operational planning in library systems
- ☞ Organization Structures: Hierarchical, matrix, and team-based structures in modern libraries
- ☞ Government of the Library: Governance frameworks, library committees, and authority structures
- ☞ Library Buildings and Space Management: Standards and Guidelines for library building and Planning for functional and modular library layouts for different types of libraries

### Unit-2: Personnel Management and Staff Development

(15 Hours)

- ☞ Personnel Management: Job analysis, job description, Division of Work in libraries and recruitment procedures for LIS professionals

- ☞ Leadership and Decision Making: Decision Support system, Problem-solving techniques and decision-making models in LIS
- ☞ Team Management, Communication and Conflict Management: Formal and informal communication channels and resolution strategies
- ☞ Total Quality Management (TQM) and Change Management: Implementing quality standards and navigating transitions
- ☞ LIS Standard and Guidelines for Staffing, Manpower Planning, Staff Development and Performance Appraisal methods

### **Unit-3: Finance Management in Libraries (15 Hours)**

- ☞ Financial Management: Sources of finance, Resource mobilization and Fund raising for libraries
- ☞ Budgeting techniques and Accounting methods adopted in libraries
- ☞ Financial auditing methods in libraries
- ☞ Library Statistics
- ☞ Economics of Information: Cost-benefit analysis and cost-effectiveness in library operations

### **Unit-4: Systems Analysis, and Evaluation (15 Hours)**

- ☞ Systems Study Techniques: Application of PERT/CPM, SWOT/ SWOC analysis, and workflow mapping in libraries
- ☞ Evaluation of Procedures and Services: Time and motion studies, performance testing, Formulas and Norms Suggested by S. R. Ranganathan and
- ☞ Library Analytics: Data-driven management and performance indicators for library impact assessment and user satisfaction audits

### **Essential Readings**

- ☞ COHEN (AH). Library space planning and design: Best practices and case studies from special, academic, and rare book libraries. Chandos Pub., 2025
- ☞ EVANS (GE) and ALIRE (CA). Management basics for information professionals. 3rd ed. Chicago, ALA Editions. 2013.
- ☞ MARTIN (MS) Ed. Financial planning for libraries. Routledge, 2021.

- ☞ 1MITTAL (RL). Library administration: theory and practice. Edn 5. New Delhi, Ess Ess Pub., 2007.
- ☞ SHARMA (AK). Library Planning and Management. Larsen & Keller. 2019.
- ☞ STUEART (RD) and MORAN (BB). Library and information center management. 9th ed. Littleton, Libraries Unlimited. 2017.

### **Suggested Readings**

- ☞ DRUCKER (PF). Management: tasks, responsibilities, practices. New York, Harper & Row. 1973.
- ☞ KOONTZ (H) and WEIHRICH (H). Essentials of management: an international, innovation, and leadership perspective. 10th ed. New York, McGraw-Hill. 2015.
- ☞ SCHLIPF (F). Constructing library buildings that work. American Library Association. 2020.
- ☞ STOKES (A). Financial management for libraries and information services. London, IFLA. 2004.
- ☞ STONER (JA), FREEMAN (RE), and GILBERT (DR). Management. 6th ed. New Delhi, Pearson Education. 2018.