

MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (PART-I)



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Description

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(PART-I)

UNIT-1 : Management: Basic Concept,
Taylor and Fayol Principles of Scientific Management
Management Functions: POSDCORB

UNIT-2 : Library Committee, Structure and Functions

Management of different Sections of a Library:

Acquisition Section: Book Selection, Purchasing, Ordering and Accessioning etc.

Circulation: Functions of Circulation Section

Browne and Newark Charging System

Technical Processing Section and Serial Control Section

UNIT-3 : Library Building Planning, Standard Furniture and Equipments

Stock Verification and Shelf Rectification

Library Statistics and Records: Purpose and Type

UNIT-4 : Financial Management: Methods of Financial Estimations

Sources of Library Finance

Budgeting and Types

Library Rules and Regulations

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