

# MANAGEMENT OF LIBRARIES & INFORMATION CENTRES



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UNIT-2 MANAGEMENT OF ROUTINE WORK OF LICs 2.1 Acquisition, Technical Processing, Circulation, Serial Control 2.2 Stock Verification: Purpose, Importance, Methods 2.3 Library Records and Statistics: Purpose, Types

UNIT-3 HUMAN RESOURCE MANAGEMENT 3.1 Human Resource Planning 3.2 Techniques of HRM-Job Analysis, Job Description, Job Evaluation, job Specification 3.3 Human Resource Development-Recruitment, Training and Motivation

UNIT-4 FINANCIAL MANAGEMENT AND TQM 4.1 Sources of Finance 4.2 Budgeting- Definition, Concept, and Types of budgets 4.3 Total Quality Management (TQM) - Concept, Techniques and Methods UNIT-5 LATEST TRENDS IN LIBRARY MANAGEMENT 5.1 Management of Change 5.2 Stress Management 5.3 Time Management

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