

MLIS-102 Library Administration and Management

Maximum Marks: 100

Maximum Allotted Hours: 100 (Classroom Teaching: 68 + Assignment: 19 + Seminar: 3)

Each Unit Allotted Hours: 20 (Classroom Teaching: 13 + Assignment: 4 + Seminar: 3)

Unit-1

- Management :Principles and Functions
- Schools of Management Thoughts: Classical, Neo Classical and Modern.
- Administration: Concepts, Definition, Functions
- Administration Vs Management
- Planning: Concept, Definition, Need and Types

Unit-2

Collection Development: Selection and Acquisition

- Book
- Serials
- Non book materials

Unit-3

- Conservation
- Preservation
- Archiving
- Collection Evaluation and Weeding

Unit-4

- Stock Verification-Policies and Procedures
- Library Statistics
- Library Authority
- Library Committee
- Annual Report

Unit-5

- Library Building
- Furniture and Equipment
- Resource Sharing
- Ranganathan's Staff Formula

Recommended Books

1. ALA LIBRARY BUILDING AND EQUIPMENT INSTITUTE. Guidelines for Library Planners. 1960. ALA, Chicago.
2. AMERICAN LIBRARY ASSOCIATION. Minimum standards for public library systems. 1966. ALA, Chicago.
3. EATON (T), Ed. Contribution to American Library History. 1961. Union Book Store, Champaign.
4. ESDAILE (A). National Libraries of the world. Ed. 2. 1957. Library Association, London.
5. JOECKEL (CB). Government of the American Public Library. 1935. University Press, Chicago.
6. KRISHAN KUMAR. Library administration and management. 1993. Vikas, New Delhi.
7. LAWES (Ann), Ed. Management skills for the information manager. 1993. Ashgate Pub. U.K.
8. LOCK (R N). Library administration. Ed. 3. 1973. Philosophical Library, New York.
9. LOWES (Ann), Ed. Management skills for the information manager. 1993.
10. McCOLVIN (LR). Public Library System of Great Britain. Report on its present conditions with proposals for reorganization. 1942. Library Association, London.
11. PRYTHERCH (Ray), Ed. Handbook of library and information management. 1998. Gower Publishing, England.
12. RANGANATHAN (SR). Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
13. RANGANATHAN (S R). Library administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
14. THOMPSON (James). Introduction to university library administration. Ed. 3. 1979. Clive Bingley, London
15. URWICK (L). Elements of administration. Ed. 2. 1947. Pitman, London.
16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.
17. WITHERS (F N). Standards for library service: An international survey. 1974. Unesco, Paris.