

Paper- VI: Library Management

M.M. 100

Note: - Two questions will be set from each section. Fifth question may be attempted from section A or B.

Unit- I : Library Management, Theory, Definition, Function, Principles & Elements of Library Management, Introduction of Management Techniques to Library Operations.

Unit – II: Book Selections, Principles of top Acquisition section, Book Ordering, Accessioning.

Unit – III: Functions, job and routines of periodical section, Binding section, Maintenance section. Circulation section, Shelving, Preservation of Library materials.

Unit – IV: Library Authority & Library Committee, Library Staff Formula and Manual, Library Rules and regulations.

Unit – V: Library Finance, Library Budget, Library statistics and Annual Report.

Books Recommended:

1. Brown, James Duff. Manual of library Economy.
2. Haines, Helen, E. Living with Books- Art of Book Selection.
3. Carter, M.D. and Bonk, W.J. Building Library Collection.
4. Ranganathan, S.R. Library Book Selection.
5. Ranganathan, S.R. Library Manual.
6. Ranganathan, S.R. Library Administration.
7. Mittal, R.L. Library Administration.
8. Sharma S.K. Library Administration and Management.