



# **RAICHUR UNIVERSITY, RAICHUR**

**Under Graduate Curriculum for Degree of  
Bachelor of Science (B.Sc) in**

**Library And Information Science  
(I & II Semester)**

**As per Revised NEP 2024  
With Effect from the Academic year from  
2024-25 and onwards**

## **SECOND SEMESTER:**

### **MANAGEMENT OF LIBRARY AND INFORMATION CENTERS**

#### **Objective:**

1. To acquaints students with the basic management principles and management techniques applicable in libraries and Information Centers.
2. To understand library practices.

#### **Unit-1**

Management: Meaning, definition of concepts and Scope. Principles of Management Managerial Functions.

#### **Unit-2**

Functions of different sections: Functions, Acquisition, Technical processing, Circulation, Maintenance and Serials control. Selection and acquisition of books: Principles and policy.

#### **Unit-3**

Finance: Finance management in libraries Resources mobilization in libraries Resource sharing, Concept meaning, purpose and methods, budgeting techniques and methods.

#### **Unit-4**

Human Resources Management in Libraries: Staffing pattern: Dr. S R Ranganathan's formula. Job description and analysis; Motivation and Performance analysis.

#### **Unit-5**

Maintenance: Shelving methods; Binding, conservation and preservation of books charging and discharging methods; Browne and Newark. Stock verification.

#### **Reference:**

KrishanKumar Library administration and management, New Delhi: Vikas 1987

Mittal, R L Library Administration : Theory and Practice. 5<sup>th</sup>ed Delhi

Ranganathan S R Library Administration 2<sup>nd</sup> Ed Mumbai Metropolitan