



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02CLIB51	Title of the Course	Library Administration & Organisation (Theory)
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	<ol style="list-style-type: none">1. Students elaborate the concept of Administration, Organisation and Management2. Students explain principles of organisation and functions of management3. Students illustrate the planning of library building4. Students carry out various housekeeping operations through tradition mode and KOHA based5. Students explain the concept of personnel management6. Students explain the principles and functions of library personnel7. Students illustrate types of staff and staff formula in different libraries8. Students demonstrate library governance9. Students outline estimation of finance10. Students explain various budgeting techniques
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Course Content		
Unit	Description	Weightage* (%)
1.	Administration, Organization & Management: Concept, definition, scope and difference Principles of Organization Functions of Management Planning of Library Building: Need & purpose of planning Principles of Planning Standards of Library Building	25
2.	Library House Keeping Operations (Traditional & Software based KOHA) Different sections of library & information centre and their functions Collection development policies & procedures Book Acquisition	25



	Technical processing Serials control Circulation control Maintenance work Stock verification & Stack rectification Binding Weeding out Archiving- conservation- preservation Restoration including print and non-print / electronic materials	
3.	Personnel Management: Library personnel: Principles & Function Types of staff, Staff formula Library Governance: Power & Functions of Committee	25
4.	Library Finance: Principles Estimation of library finance Budgeting techniques	25

Teaching-Learning Methodology	Classroom Discussion; Practical on KOHA; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%



Course Outcomes: Having completed this course, the learner will be able to	
1.	Define and differentiate the Administration, Organisation and Management
2.	Relate principles of organisation and function of management in the sense of libraries and information centres
3.	Explain principles and standards of library building
4	Correlate and carry out possible housing keeping operations through manually and KOHA based
5	Illustrate different sections and of library and information centres and explain functions of each section
6	Design collection development policies
7	Carry out various procedures for selection, procurement and accessioning of books
8	Carry out technical processing works
9	Demonstrate procedures of serials control
10	Elaborates various circulation systems
11	Carry out various maintenance works
12	Outline the types of staff and staff formula
13	Illustrate various library committees and elaborate their power and functions
14	Explain principles of library finance
15	Explain methods of financial estimation
16	Elaborate various budgeting techniques

Suggested References:	
Sr. No.	References
1.	Arndt, Theresa S. (2015). Getting started with demand-driven acquisitions for E-books. ALA TechSource



2.	Evans, G. E. (1983). <i>Management Techniques for Librarians</i> . 2nd ed. New York: Academic Press.
3.	Gopinath, M.A. (1982). Financial norms for collection development in libraries. DRTC, Annual Seminar (19)
4.	Johnson, Peggy (2014). <i>Fundamentals of collection development and management</i> , third edition. American Library Association (Accessible through Bhaikaka Library at SPU only)
5.	Katz, W.A. (1980). <i>Collection Development the selection of materials for librarians</i> : New York, Holt Rinhart & Winston.
6.	Koontz, H. & Weihrich, H. (1988). <i>Management</i> . New York : McGraw-Hill.
7.	Kumar, K. (1987). <i>Library Administration and Management</i> : 2nd ed. New Delhi : Vikas
8.	Kumar, K. (1985). <i>Library Manual</i> : New Delhi, Varu.
9.	Lock, R.N. (1985). <i>Library Administration</i> , 3 rd ed. New York: Philosophical Library, 1985
10.	Mittal, R. L. (1984). <i>Library administration</i> (5th. Corr. ed.). New Delhi: Ess Ess Publications.
11.	Narayana, G.I. (1991). <i>Library & Information Management</i> . New Delhi : PHI.
12.	Rangnathan, S. R. (1959). <i>Library administration</i> (2nd ed.). New Delhi: Ess Ess Publications.
13.	Peter, C & Gorman, G.E. (2006). <i>Managing Information Resource in libraries : collection Management in theory and practice</i> . London : Facet Publishing.
14.	Savitra, S. & Gupta, A. (2011). <i>Koha 3 library management system</i> . Mumbai: Packet Publishing.
15.	Sharma, J S. (1978). <i>Library Organization</i> . New Delhi: Vikas.
16.	Shaw, R.R. (1954) (ed.). Scientific management in libraries. In <i>Library Trends</i> , 2(3).



17.	Spiller, D. (1974). <i>Book Selection: An Introduction to Principals and practice</i> . 2 nd Rev. ed. London : CliveBingley.
18.	Vnuk, Rebecca (2015). <i>The weeding handbook: a shelf-by-shelf guide</i> . ALA Editions. (Accessible through Bhaikaka Library at SPU only)
19.	Wilkinson, F. C. &. Lewis, L.K. (2003). <i>The complete guide to acquisitions management</i> (1st ed.). Westport: Libraries Unlimited.

On-line resources to be used if available as reference material
On-line Resources
BAOU Study Materials (for Gujarati only) (https://baou.edu.in/syllabus-slm-e-books)
Egyankosh of IGNOU (http://egyankosh.ac.in/)
EPGPathshala (http://epgp.inflibnet.ac.in/)
National Digital Library (https://ndl.iitkgp.ac.in/)

