



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

(Master of Library and Information Science) (Library and Information Science)
(MLISc) (Library and Information Science) Semester I

Course Code	PA01CLIB52	Title of the Course	Management of Library & Information Systems & Centres
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	<ol style="list-style-type: none">1. Students relate the historical perspectives of management with modern theory of management keeping the LIS in mind.2. Students explain styles, approaches and functions of management3. Students demonstrate various systems and analyse the library system and its sub-systems4. Students design the library system with some general considerations5. Students explain monitoring and evaluation techniques6. Students relate the concepts of Personnel management, Human Resources Management, Human Resources Planning and Human Resources Development7. Students explain HRD in the context to Library and Information Centres8. Students Explain Total Quality Management with reference to improving library services and operations9. Students recognise budgetary terminology10. Students analyses budget of various libraries to understand different heads11. Students explain various budget methods, costing methods and cost analysis methods
--------------------	--

Course Content		
Unit	Description	Weightage* (%)
1.	Management: Management Concepts, Definition, Nature and Purpose Management School of Thought Management Styles and Approaches Functions of Management and Their Relevance to Libraries and Information Centers	25



2.	<p>System Analysis: Systems- Meaning Library as a System and its Subsystems Systems Analysis, Flow Charting, Evaluation System Design – General Considerations</p> <p>Monitoring Techniques: Operations Research (OR), Management Information System (MIS) Management By Objectives (MBO), Network Analysis – PERT/CPM</p> <p>Evaluation Techniques: Methods of Evaluation Techniques of Evaluation- Performance Measurement, Performance Evaluation, Marketing Research Evaluation of Information Systems & Services</p>	25
3.	<p>Personnel Management: Personnel/Human Resource Management – Macro & Micro Approach Personnel/HR Planning-Need & Purpose, Elements of HRP, Methods & Techniques of HRP Personnel/Human Resource Development – Need, Mechanisms, Instruments & Systems, HRD Process HRD In Libraries & Information Centers HRD – Quality Improvement Programmes: Total Quality Approach, Need of Quality, Total Quality Management (TQM) – Objectives, Elements & Benefits of TQM, Elements of TQM</p>	25
4.	<p>Financial Management: Budgeting & Types: Budgetary Terminology, Objectives, Principles & Factors Considerations of Budgeting, Budget Formulation Budget Methods: PPBS and Zero Based Budgeting Budgetary Control System: Need, Process of Budgetary Control in Libraries/ Information Centers Costing: Concept and Need of Costing In Libraries, Types of Costs, Costing Methods Cost Analysis : Cost Effectiveness and Cost Benefit Analysis, Methods of Cost Analysis</p>	25



Teaching-Learning Methodology	Classroom Discussion; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
-------------------------------	---

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of 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	Compare various schools of management thoughts with its merits and demerits
2	Apply various styles, approaches and functions of management in their professional career
3	Inspect various sections of library and its functions to understand the concept of library system and library system analysis
4	Examine types of staff, recruitment procedure, selection procedure, developmental plan etc. of library staff
5	Analyses quality of library services and operations through protocol e.g. LibQual
6	Prepare glossary of budgetary terminology
7	Illustrate income and expenditure along with provisions and heads of library budget
8	Acquaint with costing and cost analysis methods

Suggested References:	
Sr. No.	References
1	Abbot, Christine. (1994). <i>Performance Measurement in Libraries and Information Services</i> . London: ASLIB



2	Ashworth. W. (1967), (Ed.). <i>Handbook of Special Librarianship and Information</i> , 6 th ed., London : Aslib.
3	Awad, B. M. (1995). <i>Systems analysis and design</i> . New Delhi: Galgotia.
4	Baker, F W and Baker, Sharon L. (1991). <i>The Measurement and Evaluation of Library Services</i> . Virginia: Information resource Press
5	Brophy, P. & Coulling, K. (1995). <i>Quality Management For Information and Library Managers</i> . Mumbai: Jaico Publications House.
6	Byrson, Jo. (1990). <i>Effective Library and Information Centre Management</i> . England: Gower
7	Chapman, E. A., Pierre, P. L. & Lubans, J. (1970). <i>Library Systems Analyse Guidelines</i> . New York: Wiley Inter-Science.
8	Cowley. J. (1982). <i>Personnel management in libraries</i> . London: Bingley
9	Eio-Dor, P. & Jones, C.R. (1985). <i>Information systems management: analytical tools and techniques</i> . New York : Elsevier.
10	Evans, G. E. (1983). <i>Management Techniques for Librarians</i> . 2nd ed. New York: Academic Press.
11	Hayss, Robert M. (2001). <i>Models for Library Management, Decision-Making and Planning</i> . New York: Academic Press
12	Holroyd, G. (1976),(Ed.). <i>Studies in library management</i> , Vol.1-4, London : Clive Bingley.
13	Jordon, P. & Jones, N. (1995). <i>Staff management in library and information work</i> . 2 nd ed. Aldershot: Gower.
14	Koontz, H. & Weihrich, H. (1988). <i>Management</i> . New York : McGraw-Hill.
15	Lancaster, F. W. (1993). <i>If you want to evaluate library</i> . 2 nd ed. London: Champaign, IL : University of Illinois, Graduate School of Library and Information Science
16	Lazer, P. (1992). <i>Information system design and management</i> . Bangalore : Sarda Ranganathan Lectures, 15.
17	Mahapatra, P.K. (2002). <i>Human resource management in libraries</i> . New Delhi: Ess Ess Publishers.
18	Murphy, Sarah Anne (2014). <i>The quality infrastructure : measuring, analyzing, and improving library services</i> . American Library Association (Accessible through Bhaikaka Library at SPU)
19	Narayana, G. L. (1991). <i>Library and information management</i> . New Delhi : Prentice-Hall of India.



20	Osbone, Larry N and Nakamura, Margaret. (1999). <i>System Analysis for Libraries and Information Professional</i> . Colorado: Libraries Unlimited
20	Prytherch, Gower, Ed. (1998). <i>Handbook of Library and Information Management</i> . England: Gower
21	Reddy, S. P. (2001). <i>Automated management of library collection</i> . New Delhi: Ess Ess Publishers.
22	Roberts, S. A. (Ed.) (1988). <i>Costing and the economics of library and information services</i> . London: Aslib.
23	Sheetharama, S. (1990). <i>Guidelines for planning of libraries and information centres</i> . Kolkatta : IASLIC.
24	Stueart, Robert D. and Moran, Barbara B. (2004). <i>Library and Information Centre Management</i> . Colorado: Libraries Unlimited
25	Rangnathan, S. R. (1959). <i>Library administration</i> (2nd ed.). New Delhi: Ess Ess Publications.
26	Mittal, R. L. (1984). <i>Library administration</i> (5th. Corr. ed.). New Delhi: Ess Ess Publications.
27	Rangnathan, S. R. (1959). <i>Library administration</i> (2nd ed.). New Delhi: Ess Ess Publications.
28	Wilson. A. (1979). <i>The planning approach to library management</i> . London : Library Association.

On-line resources to be used if available as reference material

On-line Resources

[BAOU Study Materials](https://baou.edu.in/syllabus-slm-e-books) (for Gujarati only) (<https://baou.edu.in/syllabus-slm-e-books>)

[Egyankosh of IGNOU](http://egyankosh.ac.in/) (<http://egyankosh.ac.in/>)

[EPGPathshala](http://epgp.inflibnet.ac.in/) (<http://epgp.inflibnet.ac.in/>)

[National Digital Library](https://ndl.iitkgp.ac.in/) (<https://ndl.iitkgp.ac.in/>)

