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Unit-3 : Physical Planning of Libraries – standards.

Module-2 : Library Operations and Services

Unit-4 : Collection Development

Unit-5 : Circulation Activities

Unit-6 : Collection Maintenance, Shelving and stock verification

Unit-7 : Preservation of library materials

Module-3 : Personnel Management

Unit-8 : Library staff-job analysis, In-service Training, Staff Manual, Library Committees

Unit-9 : Library Rules and Regulations

Unit-10 : Office Management

Module-4 : Financial Management

Unit-11 : Library Finance

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Unit-14 : Annual Report

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