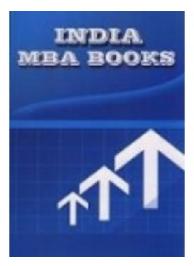
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(PART-I)

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Taylor and Fayol Principles of Scientific Management

Management Functions: POSDCORB

UNIT-2: Library Committee, Structure and Functions

Management of different Sections of a Library:

Acquisition Section: Book Selection, Purchasing, Ordering and Accessioning etc.

Circulation: Functions of Circulation Section

Browne and Newark Charging System

Technical Processing Section and Serial Control Section

UNIT-3: Library Building Planning, Standard Furniture and Equipments

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Library Statistics and Records: Purpose and Type

UNIT-4: Financial Management: Methods of Financial Estimations

Sources of Library Finance

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