

LIBRARY MANAGEMENT



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Short Description

LIBRARY MANAGEMENT printed notes

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Product Details: LIBRARY MANAGEMENT printed notes

Format: printed a4 notes

Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM

Publisher: MEHTA SOLUTIONS

Edition Description: 2021-22

RATING OF BOOK: EXCELLENT

number of pages : 240

ABOUT THE notes

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Section 1: Principles of Library Management

Unit 1: General Principles of Management and the Application to Library Management

Unit 2: Library Organisational Structure

Unit 3: Management Information System

Unit 4: Physical planning

Section 2: Information Resources Development

Unit 5: Types of Information Resources Selection Principles including the communication Media

Unit 6: Different Types of Selection Tools and the Importance

Unit 7: Acquisition Procedure Books and Non- Printing Material

Unit 8: Acquisition of Periodicals and Serials

Unit 9: Technical Processing

Section 3: Use and Maintenance of the Library

Unit 10: Circulation Work

Unit 11: Maintenance Shelving and Stock Verification, etc.

Unit 12: Elements of Binding and Preservation

Section 4: Human Resource Development

Unit 13: Human Resource Development Concept and Contours

Unit 14: Personnel Planning

Unit 15: Participatory Management and Total Quality Management (TQM)

Section 5: Library Finance, Library Budget

Unit-16: Library Finance

Unit 17: Budgeting and Accounting.

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