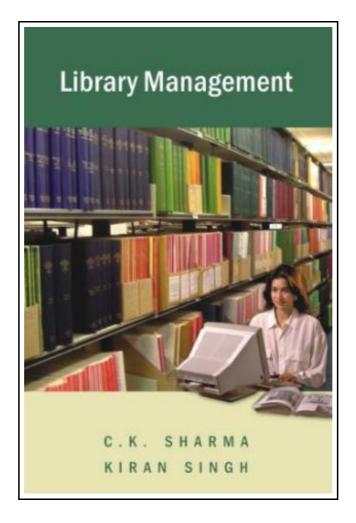# Library Management

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LIBRARY MANAGEMENT

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Atlantic Publishers & Distributors (P) Ltd, 2005. Softcover. Book Condition: New. Library Management is not a new concept. Evolved with the inception of libraries, its original concept, that lacked systematic procedures and scientific application, has underwent a remarkable change to cope up with the present era of advanced information technology which demands of efficient system and speedy service. Telecommunication and computers have given a new face to libraries and its services. 1. Financial Management 1.1 Internal Sources 1.1.1 Revenue Sources 1.1.2 Public Library 1.1.3 Book Fund 1.2 Library Book-keeping 1.2.1 Invoice and Bill file 1.2.2 Duplicate order record file 1.2.3 Bill register 1.2.4 Imprest Account Register 1.2.5 Caution Money Register 1.2.6 Fine and Overdue Register 1.2.7 Stock Register 1.2.8 Allocation Register 1.3 Institutional Budget 1.3.1 Budgetory Control 1.3.2 Collection and services 1.3.3 Income 1.3.4 Variables 1.4 Finanancial Records 1.4.1 Factors 1.4.2 Financial Reports 1.5 Finance 1.5.1 Administrative Services 1.5.2 Preparing and Administering Budget 1.5.2.1 Budgeting 1.5.2.2 Procedure for the preparation of budget 1.5.3 Standards and Norms 1.5.4 Sources of Income 1.5.5 Principles of budget-making 1.5.5.1 Preparation of the Budget Statement 1.5.5.2 Basis of budget estimate 1.5.6 Budget Process 1.5.6.1 General Book fund 1.5.6.2 Book funds for Br./Dept. Libraries 1.6 Library Book-keeping 1.6.1 Monthly Report 1.6.2 Subsidiary Fund Ledger 1.6.3 Permanent file of bills 1.6.4 Record of imprest money 2. Personnel Management 2.1 Functions 2.1.1 Planning 2.1.2 Management Policy 2.1.3 Principles of Personnel Management 2.1.4 Nature and Size of Staff 2.2 Job Analysis and Job Specifications 2.2.1 Job Analysis 2.2.2 Job Specifications 2.2.3 Job Standards 2.2.4 Motion Study 2.3 Staff Formulas 2.4 Status 2.4.1 Informal status 2.4.2 Formal status 2.4.3 Factors involved for Estb. status 2.4.4 Categories of library personnel 2.5 Library Profession 2.5.1 Conditions of work 2.5.2 Promotions, service ratings, tenure and dismissal 2.5.3 Continuing education for librarians 2.5.4 Librarian?s...

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