

**Interdisciplinary Course (IDC) – 151**  
**Library & Information Science (LIS)**

**UNIT 1: LIBRARY MANAGEMENT**

**1.1 Library Management: Meaning, Scope & Characteristics**

(3 Marks Questions)

**Meaning**

Management is the term which is familiar to almost everyone, as a process or an activity that brings together several resources like persons, material, techniques and technologies to accomplish a task. The term 'Management' is used in a variety of ways. Being a new discipline, it has drawn concepts and principles from a number of disciplines such as economics, sociology, statistics, etc.

According to Frederick W. Taylor, "Management is the art of knowing what you want to do in the best and cheapest way".

Management is essential for all types of organisations and libraries are no exception. Library management is a sub-discipline of institutional management that focuses on specific issues faced by libraries and library professionals. The basic functions of library management include overseeing all library operations, managing the library budget, planning and negotiating the acquisition of materials, interlibrary loan requests, stacks maintenance, overseeing fee collection, event planning, fundraising, and human resources.

**Scope of Library Management**

The scope of library management encompasses various aspects of organizing and maintaining library resources, ensuring effective service delivery, and managing day-to-day operations.

**1. Collection Management:**

- Acquisition and selection of resources (books, journals, digital media).
- Cataloguing and classification of materials for easy access.
- Preservation and maintenance of library resources.

**2. User Services:**

- Reference services to assist users in finding information.
- Circulation services for borrowing and returning materials.
- Information literacy programs to train users in research and resource usage.

**3. Facilities Management:**

- Organizing physical space for easy access to resources.
- Ensuring proper maintenance of library infrastructure.

**4. Administrative Management:**

- Budgeting and financial planning for library operations.
- Staff recruitment, training, and management.
- Policy development for consistent and efficient operations.

**5. Technology Integration:**

- Implementing library management systems (software) and online catalogues.
- Expanding digital resources, including e-books, e-journals and online databases.
- Keeping up with new technologies and trends in library services.

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**6. Legal and Ethical Responsibilities:**

- Ensuring compliance with copyright and intellectual property laws
- Protecting user privacy and maintaining confidentiality

**Characteristics of Library Management**

Some of the most common and significant characteristics of Library Management are given below:

- Library Management is a distinct process in which work is got done through planning, organizing, staffing, directing, coordinating, reporting and budgeting by the manager as envisaged in the POSDCORB approach of management by Gulick and Urwick
- Library Management include overseeing all library operations, managing the library budget, planning and negotiating the acquisition of materials, interlibrary loan requests, stacks maintenance, overseeing fee collection, event planning, fundraising, and human resources.

**1.4 POSDCORB: Concept and Meaning**

Each organization has certain functions. The success of an organization depends upon the efficient execution of its various functions. Every business needs to have systematic framework in ensuring there is maximum output, minimum wastage and higher margins. POSDCORB is one such method in management where workforce and employees can be managed in a way which would be beneficial for an organization.

Luther Gulick and Lyndall Urwick have given the following seven functions of management and coined an acronym as "POSDCORB". POSDCORB can be used as a systematic framework for efficiently executing business processes in an organization. Brief explanations of these functions are given below:

- 1) **Planning:** Planning is required to make blue print of the activities that need to be done and the methods for doing them to accomplish the purpose set for the organisation. In libraries also, very careful planning is required for successful fulfilment of the requirements of the users (clients).
- 2) **Organizing:** Organizing involves choosing the design, suggesting the structure, space planning and allocation of the jobs. It also includes determining the specific activities, grouping the activities into a logical framework, assigning these activities to specific positions and coordinating the efforts of individuals and groups. This function is also applicable for managing all types of libraries and information centres.
- 3) **Staffing:** This function is also known as 'Human Resource Management' or 'Personnel Management'. Role of staff or workers is very significant in all types of organisations. In case of libraries, perhaps it is the most important. Main aim of a staffing programme is to employ efficient employees in adequate number, who are capable of fulfilling the objectives of the library.
- 4) **Directing:** Directing is the continuous task of making decisions and embodying them in specific and general order. It involves giving instructions by the top personnel and serving as the leader of the library. Directing is more applicable in the libraries where highly technical work is performed in various sections of the libraries.
- 5) **Coordinating:** It means inter-relating or co-relating various parts of the organisation in order to achieve harmonious operation and avoiding over-lapping or duplication of work or efforts. It ensures maximum contribution by all the units of the organisation in a systematic way. In the libraries, coordination is required in the working of all sections so that there is no confusion, overlapping or missing links at any stage and work is get done promptly and efficiently.



- 6) **Reporting:** Keeping all the staff members, sections, supervisors and the parent bodies informed of the work completed, work in progress and work to be done in the near future, is called 'Reporting'. It helps to avoid any confusion, misunderstanding, gaps or over doing from any front. In the libraries too, it is through the reporting that a Chief Librarian informs the higher authorities about the performance and need of the library from time to time.
- 7) **Budgeting:** Budgeting refers to work related to budgeting in the form of fiscal planning, accounting and control. Financial resources are the most important part of any institution. It is equally applicable to all types of libraries as well. Careful planning of budget, accounting and control thereof is essential for efficient functioning of a library.

## 1.2 Book Selection: Its Need, Principles and Methods *Low*

(3 Marks Questions)

Book selection refers to the process by which library professionals choose books and other reading materials to be included in the library's collection. The selection process includes identifying materials that align with the library's mission and goals, assessing their quality and relevance, and acquiring them within the library's budgetary constraints.

Book selection is crucial because it directly impacts the quality of resources available to library users. It aims to maintain a diverse, up-to-date, and comprehensive collection that supports the needs of various user groups, including students, researchers, teachers, and general readers. The selection process involves careful consideration of numerous factors to ensure the collection is balanced and

### Need of Book selection:

A library is a service institution with limited funds. Hence, care has to be taken to see that useful books should be purchased for the library within the budget allotted. When selecting books for a library, there are several factors to consider to ensure a well-rounded, engaging, and useful collection

1. **Meet User Needs:** Ensure books align with the interests and needs of the user community.
2. **Diverse Selection:** Include a variety of genres and topics for all age groups.
3. **Quality Content:** Choose books that are well-written, credible, and up-to-date.
4. **Inclusivity:** Include books from diverse authors and perspectives to promote inclusiveness.
5. **Age Appropriateness:** Provide books suitable for all ages and reading abilities.
6. **Community Relevance:** Include local authors and region-specific topics when possible.
7. **Collection Maintenance:** Regularly update and refresh the collection to keep it current and engaging.

### Methods of Book Selection:

There are several methods that libraries use to select books. These methods are based on professional judgment, available resources, and established selection tools. Below are some of the most commonly used methods:

1. **Selection by Library Staff:** Library professionals are usually the primary selectors of books. They rely on their knowledge of the library's needs, user preferences, and professional resources to choose materials. Their expertise helps ensure that the collection aligns with the library's mission and goals.
2. **Use of Bibliographies and Lists:** Bibliographies are valuable tools that librarians use to identify books for selection. Standard bibliographies such as the Books-in-print or subject-specific bibliographies are consulted regularly to find the latest and most relevant titles.

3. *Subject Specialists or Faculty Input:* In academic libraries, faculty members and subject specialists play a vital role in the selection of books, especially those related to specific academic disciplines. They offer insights into required readings and emerging topics in their fields of expertise, ensuring that the library's collection supports academic programs.
4. *User Requests and Feedback:* Libraries often solicit book recommendations from their users. Feedback can be collected through suggestion boxes, surveys, or direct communication. This method allows the library to cater to the specific needs and interests of its patrons and keep the collection relevant.
5. *Publisher Catalogues and Reviews:* Publishers send out catalogues listing new and upcoming releases. These catalogues are valuable for library staff when making selection decisions. Additionally, reviews of books published in journals, newspapers, and online platforms provide critical insights into the quality and relevance of potential acquisitions.
6. *Digital Resources and Online Databases:* With the growing importance of digital content, libraries also rely on digital catalogues, online bookstores, and subscription-based databases to identify books. Many libraries use integrated library systems (ILS) to access vast catalogues of available books, allowing them to streamline the selection process.

#### Principles of book selection:

1. *Drury's principle:* The right book should be provided to the right reader at the right time. This principle emphasizes the reader and the need to understand their specific requirements.
2. *Dewey's principle:* The best reading material should be selected for the largest number of readers at the lowest cost.
3. *McColvin's demand and supply theory:* Only documents that are demanded by users to meet their informational needs should be selected.
4. *Ranganathan's three laws of library science:*
  - *Books are for use:* Only documents that are useful to the library's clientele should be selected.
  - *Every reader his for book:* The informational needs of all library users should be catered to.
  - *Every book its reader:* All efforts should be made to put to use the selected documents.

### IMPORTANT QUESTIONS

(Short Answer – 2 Marks)

#### Q1. What is TQM?

*Ans:-* It is a continuous process to ensure maximum satisfaction and delivering quality products and services to the customers. In a TQM effort, all members of an organization participate in improving processes, products, services, and the culture in which they work.

#### Q2. What is the importance of Book Selection Policy in the library?

*Ans:-* The importance of a Book Selection Policy in a library cannot be overstated, as it serves as the foundation for building a well-curated and relevant collection that meets its users' diverse needs and interests. A thoughtfully crafted selection policy ensures that the library acquires materials of high quality and enduring value while also reflecting the institution's goals and mission.



**Q10. What are the objectives of Circulation Section? Write its functions briefly.**

**Ans:-** This Section deals with membership work, issue and return work and work related to user requirements. Generally, a specially designed circulation counter is used for doing circulation work

(Very Short Answer - 1 Marks)

**1. Who is the proponent of TQM Theory?**

**Ans:-** W. Edwards Demings

**2. State the main Principles of Book Selection.**

**Ans:-** i) Drury's Principle ii) Dewey's Principle iii) McCollvin's Principle iv) Ranganathan's Principle

**3. What does GOC stand for?**

**Ans:-** Good Offices Committee.

**4. What are Periodicals?**

**Ans:-** A periodical is anything that comes out periodically such as daily, weekly, monthly, quarterly annually. Magazines, newspapers, and journals are all periodicals.

**5. What are the Three Card System of Periodicals?**

**Ans:-** Register Card, Check Card, Classified Index Card

**6. In which system is Kardex used?**

**Ans:-** Periodicals Control System

**7. What is meant by Indent in the book acquisition work of the library?**

**Ans:-** List of accessioned items, ordered, approved or rejected.

**8. Who gave the slogan "Right Book to the Right Reader at the Right Time" ?**

**Ans:-** Dr. S.R. Ranganathan / Francis Drury

**9. What does the term RFID Mean?**

**Ans:-** Radio Frequency Identification.

**10. What does PERT stand for?**

**Ans:-** Program Evaluation and Review Technique

**(10) Soreltharumana: Revie**

1) Register card

1) check , classified index