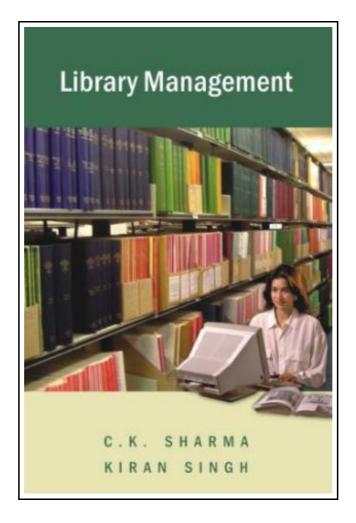
Library Management



Filesize: 6 MB

Reviews

This publication is definitely not simple to begin on studying but quite fun to see. It really is full of knowledge and wisdom I am just effortlessly can get a satisfaction of studying a created pdf. (Alfreda Bradtke)

LIBRARY MANAGEMENT



To save **Library Management** eBook, make sure you access the web link beneath and download the ebook or gain access to additional information that are relevant to LIBRARY MANAGEMENT ebook.

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...



Read Library Management Online
Download PDF Library Management

Other Kindle Books



[PDF] Fun to Learn Bible Lessons Preschool 20 Easy to Use Programs Vol 1 by Nancy Paulson 1993 Paperback

Access the hyperlink beneath to download and read "Fun to Learn Bible Lessons Preschool 20 Easy to Use Programs Vol 1 by Nancy Paulson 1993 Paperback" PDF file.

Download Book »



[PDF] JA] early childhood parenting: 1-4 Genuine Special (Chinese Edition)

Access the hyperlink beneath to download and read "JA] early childhood parenting :1-4 Genuine Special(Chinese Edition)" PDF file.

Download Book »



[PDF] Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)

Access the hyperlink beneath to download and read "Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)" PDF file.

Download Book »



[PDF] Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)

Access the hyperlink beneath to download and read "Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)" PDF file.

Download Book »



[PDF] The Clever Detective Boxed Set (a Fairy Tale Romance): Stories 1, 2 and 3 Access the hyperlink beneath to download and read "The Clever Detective Boxed Set (a Fairy Tale Romance): Stories 1, 2 and 3" PDF file.

Download Book »



[PDF] Read Write Inc. Phonics: Green Set 1 Storybook 2 My Dog Ned

Access the hyperlink beneath to download and read "Read Write Inc. Phonics: Green Set 1 Storybook 2 My Dog Ned" PDF file.

Download Book »