

# Library Management



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## ***Reviews***

*An exceptional publication as well as the font employed was exciting to see. it was actually writtern extremely flawlessly and helpful. Once you begin to read the book, it is extremely difficult to leave it before concluding.*

***(Dominic Collins)***

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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

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1.3.2 Collection and services

1.3.3 Income

1.3.4 Variables

1.4 Financial Records

1.4.1 Factors

1.4.2 Financial Reports

1.5 Finance

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1.5.2.1 Budgeting

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1.6 Library Book-keeping

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1.6.2 Subsidiary Fund Ledger

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2. Personnel Management

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2.2 Job Analysis and Job Specifications

2.2.1 Job Analysis

2.2.2 Job Specifications

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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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