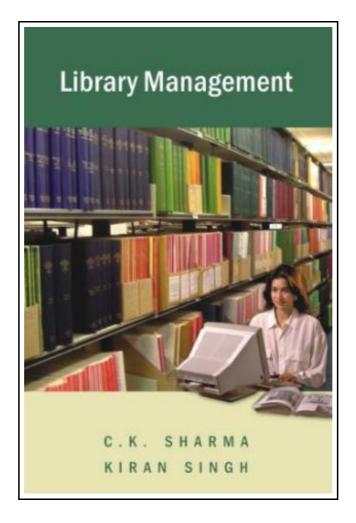
### Library Management



Filesize: 6.91 MB

### **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)

#### LIBRARY MANAGEMENT



To save **Library Management** PDF, remember to click the web link below and save the file or have access to other information which are related 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

### **Related Books**



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

Click the hyperlink listed below to download "Fun to Learn Bible Lessons Preschool 20 Easy to Use Programs Vol 1 by Nancy Paulson 1993 Paperback" document.

Save Document »



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

Click the hyperlink listed below to download "JA] early childhood parenting :1-4 Genuine Special(Chinese Edition)" document.

Save Document »



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

Click the hyperlink listed below to download "Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)" document.

Save Document »



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

Click the hyperlink listed below to download "Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)" document.

Save Document »



[PDF] The Clever Detective Boxed Set (a Fairy Tale Romance): Stories 1, 2 and 3 Click the hyperlink listed below to download "The Clever Detective Boxed Set (a Fairy Tale Romance): Stories 1, 2 and 3" document.

Save Document »



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

Click the hyperlink listed below to download "Read Write Inc. Phonics: Green Set 1 Storybook 2 My Dog Ned" document.

Save Document »