DIPLOMA IN LIBRARY SCIENCE & INFORMATION MANAGEMENT

THIRD SEMESTER

Course Title: **Advanced Information Centre Management**	Course Code: **15LB31T**
Type of course: **Theory** **CIE – 25 Marks**	Total Contact Hours: **52** **SEE – 100 Marks**

Pre-requisite : Basics of Information Centre Management

COURSE OBJECTIVES:

1. Know the Concept of Management, Scientific Management, Comprehend the principles of Management & their Application in Libraries.
2. Know the importance of Library Authority in decision making and in the General Administration of the Library
3. Know the concept of MBO & Total Quality Management.
   Know the importance and use of Human Resources in Management.
4. Understand the principles of Financial Management, concept of Library Budget and its Preparation types
5. Create and Maintain Library Records
6. Know the Environmental, Physical, Chemical, Biological and other factors that affect the library Information Materials and find out the means to overcome such issues (Remedial Factors)

UNIT NOS.	CONTENTS	NO. OF HRS.
1.	Principles of Management	10
2.	Library Authority and Committee	06
3.	Human Resource Management	12
4.	Financial Management	12
5.	Records and Maintenance	06
6.	Preservation and Conservation	06

UNIT 1 **Principles of Management**
Concept, meaning, Definition, Functions of Management POSDCORB, Levels of Management, Principles of Scientific Management (Fayol`s and Taylor`s), Application of Scientific Management, MBO, Approaches and styles of Management

UNIT 2   **Library Authority and Committee**
                 Library Authority & Committee: Meaning, Need & Purpose, Powers &
                 functions, Types

UNIT 3   **Human Resource Management**
                 Personnel Management - Meaning & Definition, Aims & Objectives, Man
                 power Planning, Job Analysis, Job specification and Job Description, staff
                 recruitment, Selection & Induction, Motivation, Leadership, Staff training &
                 development, performance appraisal, Total Quality Management(TQM).

UNIT 4   **Financial Management**
                 Meaning, aims/objectives, Principles, Functions, Sources of Finance, Financial
                 Estimation, Allocation of Budget, Types of Budgeting Methods.

UNIT 5   **Library/ Information Records and Maintenance**
                 Rules & Regulations, Annual reports, Statistical Data - its importance.
                 Application of computers for Records Maintenance.

UNIT 6   **Preservation and conservation**
                 Meaning, Definition, hazards of Conventional and Non-conventional
                 Information materials, Preservation methods for printed and   Non -
                 printed/Digital information materials.

COURSE OUTCOME: At the end of the course the student will be able to

1. Apply various management and administration techniques in libraries

2. Record the activities of Library Authority & Committee

3. Plan and design performance appraisal techniques to appreciate the role of Human
    Resource in Library Management

4. Formulate the strategies for the effective utilization of available funds

5. Create and Maintain Library Records and statistics and Draft a Annual Report

6. Develop and adopt the preservation methods to prevent deterioration of library
    materials.

MAPPING

1. Course outcomes with program outcomes and specification table with hours and distribution of marks with cognitive level

Course outcomes	Mapped PO	Teaching Hours	Distribution of Theory Marks as per Cognitive levels			Total marks
			R	U	A	
1	1,2,3,4,7,9	10	5	10	15	30
2	1,2,3,6,8	06	5	10	-	15
3	1,2,3,4,5,7,9	12	5	15	15	35
4	1,2,5,6,7	12	5	20	10	35
5	1,2,4,9	06	5	10	-	15
6	1,2,4,8	06	-	5	10	15

2. Course with program outcomes Level mapping

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
Adv. Info. Centre Mgt.	3	3	3	3	3	3	3	2	2	2

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

 Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

 If ≥40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

COURSE ASSESSMENT AND EVALUATION

	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE- Continuous Internal Assessment	I A Tests	Students	**Theory:** Three IA tests for theory (Average marks of three IA tests are considered)	20		Blue Books	1 to 5
		Class room Assign ments		Class room Assignments	05		Log of activity	1
				TOTAL	25			
	SEE- Semester End Examination	End Exam		End Of the Course	100		Answer Scripts	ALL CO's
INDIRECT ASSESSMENT METHODS	Student Feedback on course		Students	Middle Of The Course	Feed Back Forms			
	End of Course Survey			End Of The Course	Questionnaire			

Note: I.A. test shall be conducted for 20 marks. Average marks of three tests shall be rounded off to the next higher digit.

Note to IA verifier: The following documents to be verified by CIE verifier at the end of semester

1. Blue books (20 marks)
2. Student suggested activities report for 5 marks
3. Student feedback on courses regarding Effectiveness of Delivery of instructions & Assessment Methods

Question for CIE and SEE will be designed to evaluate the various educational components, such as:-

Remembering and understanding   : 45%weight age

Applying the knowledge acquired from the course   : 40% weight age

Analysis   : 15% weight age

RUBRICS FOR ACTIVITY(5 Marks)						
Dimension	**Unsatisfactory**	**Developing**	**Satisfactory**	**Good**	**Exemplary**	**Student Score**
	1	**2**	**3**	**4**	**5**	
1. Collection of data	Does not collect any information relating to the topic	Collects very limited information; some relate to the topic	Collect much information; but very limited relate to the topic	Collects some basic information; most refer to the topic	Collects a great deal of information; all refer to the topic	Ex: 4

2. **Fulfil team's roles & duties**	Does not perform any duties assigned to the team role	Performs very little duties but unreliable.	Performs very little duties	Performs nearly all duties	Performs all duties of assigned team roles	5
3.						
4. **Shares work equally**	Always relies on others to do the work	Rarely does the assigned work; often needs reminding	Usually does the assigned work; rarely needs reminding	Normally does the assigned work	Always does the assigned work without having to be reminded.	3
5. **Listen to other Team mates**	Is always talking; never allows anyone else to speak	Usually does most of the talking; rarely allows others to speak	Talks good; but never show interest in listening others	Listens, but sometimes talk too much	Listens and speaks a fair amount	2
Average / Total marks=(4+5+3+2)/4=14/4=3.5=4						

Note: This is only an example. Appropriate rubrics/criteria may be devised by the concerned faculty (Course Coordinator) for assessing the given activity.

FORMAT OF IA TEST QUESTION PAPER (CIE)

Test/Date and Time	Semester/year		Course/Course Code	Max Marks
Ex: I test/6 th weak of sem 10-11 Am	III SEM		Advanced Information Centre Management	20
	Year: II		Course code:15LB31T	

Name of Course coordinator :
Units:__ CO's:____

Question no	Question	MARKS	CL	CO	PO
1					
2					
3					
4					

Note: Internal choice may be given in each CO at the same cognitive level (CL).

REFERENCE:

1. R L Mittal : Library Administration: theory and Practice
2. S R Ranganathan : Library Administration

3. P K Mahapatra :Selection Management in Libraries
4. M Bhavakutty and M Parameshwaran : Management of Libraries in 21st century
5. Krishnan Kumar : Library Manual
6. Jo Bryson : Effective library and information centre management
7. Panwas and Vyas: Library Management
8. SRELS Journal of Information Management
9. Raghavan: Book publishing and Book Trade
10. R.S.P. Singh: Library Management
11. P.S.G.Kumar : Library Management
12. Rajat Sinha & Mohit :University Library Administration, 2011
13. Theories and Practices of Library Management, Edited by Shyama Balakrishnan and P.K. Paliwal Anmol 2001.
14. Krutartha Chandra Mishra :Twenty-first century Library Managment, Ess Ess, 2004
15. Staff Management and Information work, Edited by shyama Balakrishnan and P.K.Paliwal: Anmol, 2001
16. K.C. Dabas :Quality Management in Libraries, Ess Ess Pub, 2008.
17. Personnel Management in Library and Information Science, Edited by M.A. Khan, Cosmo, 2002.
18. Nelly Balloffet and Jenny Hille: Preservation and Conservation for Libraries and Archives, Ess Ess Pub, 2009.
19. Preservation in Libraries: Perspectives, Principles and Practices: Piyush Kanti Mahapatra and Bhubaneswar Chakrabarti, Ess Ess Pub, 2003.
20. WWW.steptwo.com.au
21. https://www.youtube.com/watch?v=axq4R2zBIjE

MODEL QUESTION PAPER

Time: 3 Hours   Max. Marks: 100

Instructions:

1. Question Paper consists of TWO Sections – Part – A, Part – B.
2. Answer any SIX Questions from a set of 9 questions in PART- A, Each question carries 5 marks.
3. Answer any SEVEN questions from a set of 10 questions in PART – B, Each question carries 10 marks.

Part A

A. REMEMBERING

1. Define Management and Scientific Management
2. Describe Job Description.
3. List the Sources of Income in Public Libraries, Academic Libraries

B. UNDERSTANDING

4. Explain the concept of Total Quality Management.
5. Summarise Library Authority and Library committee
6. Distinguish Staff Training and Development

C. APPLICATION

7. Classify Rules and Regulations for Record Maintenance in Libraries
8. Examine Preservation and Conservation of Library Materials.
9. Analyse the job description for the post of reference librarian.

Part B

A. REMEMBERING
1. Write how you describe a job for the post of Classifier and Cataloguers
2. Describe the importance of Statistical data in Preparation of Annual Reports
3. Describe the hazards of conventional and Non-conventional materials

B. UNDERSTANDING

4. Summarize the Principles of Scientific Management
5. Explain the aims/objectives and Principles of Financial Management
6. Enumerate and Explain sources of Income in different types of libraries
7. Explain the procedure of preparing an Annual Report of a Library

C. APPLICATION

8. Examine methods for financial estimate for libraries
9. Illustrate the types of Budgeting methods
10. Illustrate the method of preservation for E-sources

MODEL QUESTION BANK

Part A

A. REMEMBERING

1. List the functions of Management
2. Write a note on staff induction
3. Discuss Performance appraisal
4. Write a note on MBO
5. List the methods of financial estimation methods
6. Write a note on hazards of non-conventional information materials.

B. UNDERSTANDING

7. Explain the need for Scientific Management
8. Explain the need/ purpose of Library Committee
9. Explain Motivation
10. Distinguish how you describe a job for the post of Classifier
11. Distinguish how you describe a job for the post of Cataloguer

12. Write how you describe a job for the post of Documentation officer
13. Explain the advantages of Motivation

C. APPLICATION

14. Analyse Division of work in Scientific Management
15. Examine the merits and demerits of TQM
16. Prepare types of Budgeting methods
17. Examine the importance of Library statistics
18. Differentiate between preservation and conservation

Part B

A. REMEMBERING

1. Write how you describe a job for the post of Documentation Officer and Reference Librarian
2. State the importance of Rules and Regulations in the maintenance of Libraries

B. UNDERSTANDING

3. Discuss the functions of Management
4. Pretending yourself as a school librarian, write an annual report of your library

C. APPLICATION

5. Point out the preservation methods for printed and non printed materials
1. Manipulate the application of computers in the maintenance of records in various library activities.