

Value added Course Syllabus

Course Title: Management of Library (ML04)

Course Duration: 30 Hours

Course Objectives:

1. Understand the foundational principles of library and information center management.
2. Develop leadership and organizational skills specific to library settings.
3. Learn financial management and budgeting techniques for libraries.
4. Gain skills in human resource management and staff development.
5. Explore collection development and management strategies.
6. Understand the importance of user services and community engagement.
7. Learn about assessment and evaluation methods for library services.
8. Examine current trends and future challenges in library management.

Course Outline:

Week 1: Introduction to Library Management (3 hours)

- Overview of library management principles and practices
- Historical development of library management theories
- Reference Source: *Library Management* by Peter G. Davis

Week 2: Leadership and Organizational Structure (3 hours)

- Leadership styles and their application in libraries
- Organizational structure and design in library settings
- Reference Source: *Leadership in Libraries: A Guide for the New Leader* by Thomas J. Galbraith

Week 3: Financial Management and Budgeting (3 hours)


- Basics of library budgeting and financial planning
- Funding sources and grant writing for libraries
- Reference Source: *Library Finance and Budgeting: A Comprehensive Guide* by Robert E. Dugan

Week 4: Human Resource Management (3 hours)

- Staff recruitment, training, and professional development
- Performance appraisal and management in libraries
- Reference Source: *Human Resource Management in Libraries* by R. Joseph Astrobi

Week 5: Collection Development and Management (3 hours)

- Principles of collection development
- Strategies for evaluating and managing collections
- Reference Source: *Fundamentals of Collection Development and Management* by Peggy Johnson


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Week 6: User Services and Community Engagement (3 hours)

- Understanding user needs and behaviors
- Strategies for community outreach and engagement
- Reference Source: *User-Centered Services in Academic Libraries* by K. H. L. W. H. G. G. R. J. W. R. P. A. L. C.

Week 7: Information Technology in Libraries (3 hours)

- Overview of library technologies and their applications
- Managing digital resources and electronic collections
- Reference Source: *Libraries and Emerging Technologies* by David Lee King

Week 8: Marketing Library Services (3 hours)

- Developing marketing strategies for libraries
- Using social media and digital platforms for outreach
- Reference Source: *Marketing Libraries in the 21st Century* by Steven M. Cohen

Week 9: Assessment and Evaluation of Library Services (3 hours)

- Methods for assessing library services and programs
- Using data for continuous improvement and decision-making
- Reference Source: *Evaluating Library Services: A Practical Approach* by Susan W. K. S. E. L. P. R.

Week 10: Trends and Future Challenges in Library Management (3 hours)

- Current trends shaping the future of libraries
- Preparing for challenges in a rapidly changing information landscape
- Reference Source: *The Future of Libraries: A Global Perspective* by Michael A. Keller

Assessment Methods:

- Participation in discussions and group activities
- Weekly quizzes to reinforce learning
- Final project: Develop a comprehensive management plan for a library or information center, including budget, staffing, services, and evaluation metrics.

References:

1. Davis, P. G. (2018). *Library Management*. ALA.
2. Galbraith, T. J. (2015). *Leadership in Libraries: A Guide for the New Leader*. ALA.
3. Dugan, R. E. (2012). *Library Finance and Budgeting: A Comprehensive Guide*. ALA.
4. Astrobi, R. J. (2015). *Human Resource Management in Libraries*. ALA.
5. Johnson, P. (2009). *Fundamentals of Collection Development and Management*. ALA.
6. K. H. L. W. H. G. G. R. J. W. R. P. A. L. C. (2017). *User-Centered Services in Academic Libraries*. ALA.
7. King, D. L. (2016). *Libraries and Emerging Technologies*. ALA.
8. Cohen, S. M. (2015). *Marketing Libraries in the 21st Century*. ALA.
9. S. W. K. S. E. L. P. R. (2016). *Evaluating Library Services: A Practical Approach*. ALA.
10. Keller, M. A. (2020). *The Future of Libraries: A Global Perspective*. ALA.


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