

LIS14102 MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES



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LIS14102

UNIT CONTENTS

1 Library Management and Administration- Library Management, Library Administration and Management, Development of Management thought.

Management schools of thought - Bureaucracy management school, Principles of scientific management, Classical school of Management, Other Principles of Management, Human Relations School, Decision theory school, System theory school, contingency theory school, Management thought and Indian Insight. Management new concept - Introduction, Merits

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and Disadvantages of Participative Management. Conflict Management-Conflicts in Libraries, Identifying Conflict in Libraries, How to solve Conflicts.

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Librarian's Report. Committee in different types of Libraries: Public Libraries, university Libraries, Special Libraries. Library Rules - Contents of Rules and Regulations, Library rules in different type of libraries. Information technology and library management - Management Information System (MIS), characteristics of Management Information Systems, Types of MIS, Advantages of MIS, Management Information System for Library and Information Managers, Users, Use, Use time, Collection, Services, Personal.

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