THIAGARAJAR COLLEGE OF PRECEPTORS
MADURAI - 625009
CERTIFICATE COURSE ON LIBRARY MANAGEMENT (CLM)

Objectives:

➢ To build and manage library collections in support of academic programs and monitoring all library in-house operations efficiently.

➢ The collection of library print materials, such as books, periodicals, pamphlets, records and non print materials likes films, sound and video recordings, maps, photographs, microfiches, microfilms, CD-ROMs, computer software, online databases, and other media are kept for reading, reference when systematically arranged.

➢ Provide timely access to requested materials by user.

➢ The simply search and discovery of library resources.

➢ Promoting and defending the core values of the library and information profession Managing, the storage, organization, access, retrieval, dissemination and preservation of information and enabling free access and use of information.

➢ Undertake systematic review of reference services designed both to adapt to changes in facilities and technology and to improve quality of service delivered.

➢ To provide guidance in reading, listening to user needs.

Syllabus:

Unit-1: (6 Hours)
Principles of management and theirs application to library management Organizational Structure, Management Information Systems: Characteristics, Advantages & Disadvantages.

Unit-2: (8 Hours)
Types of information resources and classification of documents, Different Types of Selection tools and theirs importance. Acquisition: Book selection, ordering and accessioning. Cataloguing and classification. Circulation: Charging and discharging etc.

Unit-3: (6 Hours)
Library building, Furniture and equipments Maintenance: Stock verification, shelf rectification Binding and Preservation of library materials.

Unit-4: (4 Hours)
Library authority and library committee, Purpose of planning in libraries Recruitment, selection process, Financial management, Budgeting and Accounting, Rules and regulations.

Unit-5: (6 Hours)
Role of digital library-collection, preservation, library automation, barcode technology, RFID technology.

Reference:
1. Krishna Kumar: Library Administration and Management, Delhi, Vikas, 1987
2. Ramansu Lahiri: Management of libraries concepts and practices, ESS-ESS publication, New Delhi, 1996.
3. Ms. Kalpana Das Gupta ed: Library practice for effective management, Indian Library Association, New Delhi, 2001.
4. S.P. Singh ed: Library Administration and Resources, Omega publications, New Delhi, 2009
5. Philip D. Leighton and David C. Weber, Keyes D. Metcalf ed: Planning academic and research library buildings, ESS-ESS publication, New Delhi, 2010.