

LIBRARY SYSTEM AND MANAGEMENT

L. No.	Title of the Lesson	Skills	Activity
15 A.	Library System and Management	Technical, Communication, Decision making, Leadership, Performance, ICT skills, Team building, Problem Solving and Time management	Collection management, Organising, Management, Dealing with and helping users, Research help, Information Searching, Internet/technology support

Summary

Libraries play a fundamental role in society as they are gateways to knowledge and culture. The resources and services they offer create opportunities for learning, support literacy and education, and help shape new ideas and perspectives required for a creative and innovative society.

Library is a sub-system of some super-system. Its primary objective is to collect, organize, retrieve, and serve the information needs of knowledge seekers. The task of library professionals is managing collection, organising and issuing library resources, managing human resources and other routines of the library.

A library system(ILS), also known as a library management system (LMS), is basically resource planning for a library and keeps track of various divisions and activities of a library.

In this lesson, you will learn library management and the role of library as a system. Starting with defining library management, identifying its functions and knowing about components of library system, you will also learn about various divisions/section of a library.

Principal Points

- A system is a set of connected parts/components forming a complex whole. It contains entities, namely, men, machines and materials. These entities are integrated to serve definite purpose and objectives.
- Definition and examples of 'system', which is complex whole with entities to serve a purpose and has inter-related and inter-dependent components.
- Library works as system, is a sub-system of some super-system and is having its own sub-systems.
- In library management, all principles and techniques of management are applied. Library Manager performs all the five basic functions of Manager.
- Components of library system are described. Library is a Trinity of (1) Universe of Knowledge Seekers, (2) Universe of Knowledge Containers, and (3) Universe of Service Providers. It provides perpetual and life- long education.
- Sections in a library are: Acquisition, Technical Processing, Circulation, Reference, Periodicals, Maintenance, and Administration & Finance. Each Section performs specialized library activities.
- Main jobs are done by professional library staff in different sections in a big library, and by a single librarian in a small library.



Build your Understanding

The basic functions of library management include, overseeing all library operations, managing library budget, planning and acquiring library materials, maintenance of collection and managing human resources.

For successful management of modern libraries, today's library and information professionals need to be multi-skilled, knowledgeable and understand the operations and activities in the ICT environment. The modern professionals are required to have not only managerial but also leadership qualities.

What's



1. An important aspect of library management is making reading materials available for readers as and when required. In present times, information technology has become an inevitable part of management of libraries. Through libraries information keeps on flowing from one generation to another and this is only possible if libraries are managed properly.
2. Library management systems facilitate the senior library professionals to keep an eye on the various departments and the different functions of the library. It enables saving time of staff and users while performing various tasks and enhances efficiency of a library.
3. With the advances in modern technologies, the library management systems act as a tool to transform traditional libraries into digital or virtual libraries.



1. Frederick Winslow Taylor (1856-1915) is referred to as father of Scientific Management. His views regarding management of organisations is very much applicable to library organisations too.
2. Henri Fayol proposed 14 principles of management. These have tremendous impact upon the practice of management for increasing efficiency of an organisation. His principles are applicable to management of libraries too.
3. According to Stueart and Moran, various organizations including libraries have three levels of management as under:
 - Top Management.
 - Middle Management.
 - Lower Management
4. Library management development started long back. It was in the 1930s that the people in the US began to apply scientific management to libraries. However, presently the approach is still same but it is now web based. This is due to the fact that the library profession has not changed much in its approach to managing content. The biggest change has been in the search and need to simplify search for end users.

Extend your Horizon

Search for the following websites to enhance your knowledge regarding management of organizations.

http://en.wikipedia.org/wiki/Henri_Fayol

<http://en.wikipedia.org/wiki/POSDCORB>

<http://www.tezu.ernet.in/Library/index.php/about-us/library-sections>

Evaluate Yourself

1. What is POSDCORB ?
2. Explain the components of a library system.
3. Why is maintenance section considered backbone of any library ?
4. List the various sections of a library.