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LIBRARY MANAGEMENT

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Lesson 1.

Management concepts & definition principal and various schools of thought

Introduction

This chapter defines the concept of Library management and various schools of thoughts of management. Due to the increase in the complexity of library function, the modern library has brought to the surface the hard fact the librarian is in every sense a manager or entrepreneur'. To meet the problems assess in so many parts of library the librarian must develop the capabilities to balance and co-ordinate work-effect to implement the library's programe.

Schools of thought

The interest in personal and environmental factors that influence the stimulation, direction could well bed inferred from two clearly well defined stream of thought Vi2 the classical school of Thought and Human Relation. Behavioutal school of thought. There theories can be traced as early as 13th Century B.C. and number of are, then in this field established various theories

Management

Management has been defined in a variety of ways by different authors. Henri Fayol who popularized the concept of management by defining it as to management to forecast, to plan, to organize, to command, to co-ordinate and to the control. "The resources can constitute three 'M's namely men, money and material

I. Classical School of thought

The three classical models of the 'traditional' theory of organization are, The scientific management approach. Taylor ii) principles and the organization by Fayol, Gullick and unvick iii) The sociological Description of bureaucratic structure of Weber. A brief dew description of each model is necessary to understand the classical structure of organization,

a) Scientific management Theory

The emergence of modern "Scientific management" is generally acknowledged as because connected with the name of F.41 Wilson (18565-1915) He also conducted a number of researches in field of S&T.

Essentially, Taylorison which was developed by Fredrick Winslow Taylor who was known as father of scientific manager in the strictest sense cane be reduced the following baric principled.

1. The setting up of scientific basis, replacing the old and scientific examination of every,
2. Scientific selection of workers
3. Scientific training of workers

4. Co-operation between administration and the workers in the matter of practical introduced of a scientifically evolved system of organization

5. A uniform distribution of work and responsibility between the administration of the workers.

On the whole scientific management was mainly concerned with organization efficiently interpreted in mechanistic terms. Later on this theory was refined by Lyndall ureic, Leather Gollic and Henry Fayol. Fourteen principles of organization were established by AeneiFayol. b). **Bureaucratic Theory**

Max Weber the German Sociologist evolved an ideal type of organization and designed it by bureau'. This term denotes the sum total of the personal, aperture its works and achieves its purpose.

The basic features of bureaucracy as suggested by max Weber are as under.

- i. Assignment of specified duties to staff of an.
- ii. Distribution of authority
- iii. Methodical provision for regular performance
- iv. Principal of Hierarchy
- v. Applying rules and regulation
- vi. Reliance on written doc. Or records

The ideal manager a spirit of formalistic impersonality.

Service is bared on correspondence between the tech. qualification and the position held.

II. **Human Relational Behavioral Approach**

(This school of thought emerged on the basis of physiological and behavioral aspects of the employees) He conducted some experiments in How throne Electrical plant and found the social recognition was one of the important motivating factors. This findings leads to a new school of thought under the name "Human relations school of thought".

The essence of humanistic approach gives much importance to the people. It considers the informal day to day functioning of the structure. It emphasis that in solving organization problems it is necessary to understand the multi-dimensional nature of man

Later number of authors such as Abraham Marlow Kris Argysis, Donglas MCGregir identified various behavioral aspects as the most important motivating factors.

In recent years there is a significance increase in the research works on various aspects of the human relations and behavioral school of thought in Librarians.

The difference between the classical stream of managerial thought and human relation may be put on follows: "Organisations - centered theory treats people as subsidiary to organization", while people oriented theories starts with people as a focal point and purpose modifying organization structure and goals to meet human needs."

III. System Theory.

The basic idea of the "System Approach" is the recognition of the fact that the needs of man and the organization do not coincide. The behavior of man in an organization is registered by the school as "motivated by a hierarchy of needs".

The System approach seeks to bring the employees and the organization together. The social system approach seeks to bring the employee and organization together the aim of the new approach is to harness "The energies of conflict", which may result in greater satisfaction of the needs of individual and the organization but certainly not in complete harmony between them.

Conclusion

Thus, While the "Traditional" theory organization was based on the promise that conflict between man and organization is an and which can be presented or eliminated by proper of material reward; while human relation doctrine regard a conflict as a dysfunction which neutralized by the method of humanizing lasing 'social systems'. Theory projects the view that conflict is a normal aspect of the function of an organization.

Lesson 2

Scientific Management

Introduction

Management is the function concerned in the execution of policy within the limits setup by administration and the employment of the organization for the particular objects before it Management is a verity vital part in administration since it is "the art and science of organizing and directing human effort applied to control the forces and utilise the materials of nature for the benefits of man". So management heeds proper training, experience and scientific character.

Scientific Management

Scientific management theory was originated in the early part of 20th century and it was also known as classical school of management. The pioneer of this school of thought was F.W. Taylor was known as "Father of Scientific Management".

Definition

"Scientific Management is the application of the principles and methodology of modern science to problems of administration".

Needs and purpose

1. To reduce the inefficiency found in the daily jobs.
2. To give a systematic management
3. To be based on defined laws, principle and rules.
4. To apply principles to all kinds of human activities.
5. To get the fruitful results.
6. To give valuable information

Elements involved in Scientific management

Scientific management involves the combination of certain elements as given below.

1. Science instead of rule of thumb.
2. Co-operation instead of individualizing
3. Harmony instead of discord
4. Maximum output instead of restricted output
5. Dev of each person to his greatest efficient. Principles of scientific management

Scientific management Supported by various scholars and the laid down various principles in order to achieve the goals of an organization. Here we will see the various principal of scientific management proposed by variety of authors.

Taylor's principle

1. Division of labour
2. Job analysis
3. Differential Rate System
4. Time and Motion study
5. Mechanical Devices
6. Scientific Training

Henry L. Gantt

He was the follower of Taylor's and he developed a task and bonus plan for basic salary for employees.

1. He originated charting system for production scheduling - Gantt Chart? It is very useful for modern management network techniques such as PERT/CPM.

Frank and Lilian Gilberth

1. They established "Fatigue and motion study" - used for non-productive activities
2. Used to save worker's energy
3. To identify the best method of doing a job.

Henry Fayol

He was a French Engineer and follower of Taylor's principles. He became famous by his 14 Principles

Fourteen Principles of Fayol:

1. Division of Labour :
Leads to Specialization of job and increases production

2. Structure of Authority
Power should be exercised property
3. Discipline
Good Leadership should emphasize in discipline. So it is an indispensable factor for the successes of an organization.
4. Unity of Command : Fayol considered that confusion should be avoided if an employee receive his commands about a particular operation from only one person.
5. Unity of Correction : Fayol said that operations should be directed by only one manager using one plan.
6. Subordination of individual interest
Employers should consider the interest of the organization as a whole and lies to avoid being a self centers person.
7. Remuneration
Fayol insisted that remuneration should be fair for both employees and employers.
8. Centralisation
The manager should retain the final decision making power and delegate certain amount of authority to the employees to carry at their job properly.
9. Scalar Chain: reflects the hierarchy of author
10. Order : Fayol believed that the relatively much established in a logical and rational manner.
11. Equity : Managers should establish a friendly co-operation with subordinates.
12. Initiative : Fayol considered that initiations of creative efforts should be encourages among employed which would activate them submit suggestion for improvement of their works.
13. Stability of Team
Frequent designation would affect the turnover and success should be avoided by an efficient.
14. Esprit Decrops:
All successful organizations only by developing team spirit.

Limitations of scientific Management

1. It is not an exact science, because it deals with human beings.
2. There principles are applied to specific circumstances in each organization.
3. It Must change from period to period.
4. Work methods, standards and output can't be measured accurately and easily.
5. Incase of Scientific Management Human factor is ignored to a great extent.
6. From workers point of view the Scientific Management needs subjection of toit work performance steps involved in Scientific Management studies.

Scientific Management Posses Various steps as follows

1. Defining the problem

2. Gathering the data
3. Analysing the present Method
4. Developing an improved method
5. Putting the imp. System into operation
6. Training workers in new process
7. Initiating actual operation & following it up.

Conclusion

Thus, if the Scientific Management is having several limitation it is considered as a best M Then due to its advanced trend. So it can be applicable to an MS while compared with other approach.

Lesson 3

Application of Scientific Management in Library and Information System

Introduction

Scientific Management principles can be very well equipped to libraries also. There are a no of documentary evidences for this. Job analysis of delegation of authority have been applied by his in performing to routines of the library.

Application of scientific management principles to library

Scientific Management principles can profitably applied to the library jobs which are amenable to proper analysis.

1. Frequently performed jobs such as duplicate checking, typing orders, classifying etc
2. Repetive jobs such as book charging and discharge
- Jobs requiring frequent movement of people or equipment - physical arranging between acquisition and tech. section etc
4. Jobs with bottle needs - delay caused in labeling a confusion in assigning call numbers.
5. Job involving large amount of money - provision of reference services.

Steps involved in application of Scientific Management of library

A scientific Management principles should be entrusted to that person or body who has enough knowledge of the fields of investigation & the basic principles of Scientific Management. Application of Scientific Management involves the following steps.

1. Defining the problem:
It involves identifying objectives of the library and finding out the deviation points. It involves analysis of the areas where problems have occurred or the areas where the standards are not met.
2. Gathering the data
It is essential to know of what steps a job consists. This step involves, diagnosing the causes of deviation, which are responsible for the problem. The cost, time and effort involved in the job should also be taken into consideration.

3. Analysing the present situation

The analysis should be properly understood in relation to lack of step of process as well as the process as a whole, The following six steps

- a. Why the job performed
- b. What is the purpose of each step of the job
- c. Where is the job done.
- d. When should the job be performed.
- e. Who should perform the job
- f. How is the job performed

4. Developing or designing an improved system

An improved system can be developed in the following ways

- i. By eliminating the whole or unnecessary process
- ii. By combining various homogeneous processes
- iii. By changing the sequence or order of processes
- iv. By changing the operator.
- v. By simplifying the remaining process

For example if automation is one of the effective methods of Scientific Management. There are so many steps in designing the existing system. Delegation of certain amount of power to subordinates may avoid red-tapism and undue delay. Eliminating the procedure should not lead to an adverse effect combining operation is based on LIME and motion study. Ex. Ranganathan 3 card system should be replaced by 'Kardex System'. Changing the sequence could be used for an unit. Ex. An unit card would be prepared for every book which is accessioned with all bibliographic details in acquisition unit will save the time of the cataloguer. Selecting an appropriate system involves division of labor which leads to specialization and simplification of the operations is also one of the Scientific Management.

5. Putting the improved system into operation

The improved method can be into operation only when it is properly put to the supervisor. The supervisor should be co-operative. The implementation of the improved system into the following steps

- i) Presenting the new plan to the superior in writing
- ii) Overcoming resistance from the supervisor, co-workers.

Resistance is generally based on unfounded fear.

So implementing the improved system consists of several factors which should be properly planned and every step must be properly scrutinized to achieve systematization. Once the new system is implemented, a back-up system should also be ready to support the system when it fails to perform due to various reasons.

In case of libraries while we are implementing a new software to ease the work of staff members. First the librarian must grasp and gather a clear cut idea about the software. Then he/ she has to explain the new software/system to the subordinates in order to over

come the resistance existing among them. BY thus way, the new system will give fruitful results to achieve the objectives of the library.

6. Training the workers in the new process

In order to make the new process i.e success, the workers must be trained in making use of the new process., In automation of the staff of the library is not undergone proper scientific training the automation cannot be successful operation.

7. Initiating a trial operation and following it up:

Proper trails should be launched. These must be followed up Vigorously. Nobody should be allowed to feel disappointed about the slow progress in the critical stages otherwise the workers would like to reverse to their old methods.

After doing computerization the staff members can sometimes feel disappointed, due to the unfamiliarity with the new facility. At this time the information manager/librarian has to initiate them, otherwise the staff/ workers may revert to their old methods. If the new/improved system becomes familiar to the library, the library can follows the improved system after the trial period. But it must be based on cost benefit analysis.

Value of Scientific Management to libraries

Scientific Management is not confined to industries. It is also applicable to public enterprises and public services, which do not have a profit motive. The main advantages is libraries may be as under

1. it helps in developing a factual data an argument
2. It helps to improve routine efficiency
3. It is a useful tool of library personnel management's financial administration. Similarly Scientific Management helps an administrator run his business on sound finance lines. He knows the cost of each part and thus he intelligently plans and avoid wastage.

Limitations

1. It can't solve all problems of library.
2. A new scientific tech. emerges with a very short span. But the library can't be adopted to the new changes due to its works.
3. Sometimes whenever a sophisticated duplicating machine is available in the market. The old machine in the library can't be replaced immediately since it involves lot of finance.
4. The lack of awareness of the successful implements tion of Scientific Management to library authority

Conclusion

Since the Scientific Management has also limitation's it can be considered as best theory due to its advantages which will be suitable for modern age

Lesson 4 Functions of Management

Introduction:

The history of the concept of management thought could be traced as easily as 13th Century B.C. Though this concept was not popular under the caption 'Management' authorities were managing then principles without identifying it under a particular concept. The concept of management principles were popularized by his 14 principles. He brought on five distinguishing functions of administration namely, to plan, to organize, to command, to coordinate and to control. These functions can be grouped into two groups i.e. process & effect. Fayols analysis can be implied as "Administrative duties".

POSDCORB:

On the basis of Fayol's principle Luther Gullick identified the managerial activities under seven headings to which he assigned the acronym called 'POSDCORB' which stands for the following functions:

- P.Planning
- O.Organising
- S.Staffing
- D.Directing
- Co.Co-ordinating
- R.Reporting
- B.Budgeting

Now, we will explain each & every function in a detailed manner.

Planning:

The first function of administration is to plan and forecast i.e. determining the goals and ideals of an institution. It involves analyses different methods of attaining the specified goals and choose the one which directs the activities to achieve the objectives in a more efficient manner. In planning, entire wastage is avoided. In library planning, the locality its make-up regards its physical features, its linguistic divisions, its cultural diversities as server.

Characteristic of planning:

1. Novelty
2. Complexity
3. Uncertainty
4. Flexibility

Types :

Planning process can be grouped under three categories

- 1) period covered by the plan
 1. Long-term b) Mid-term c) Short-term
- 2) Use of the plan
- 3) Factors in planning

Steps in planning applied to library Management

Planning involved a systematic process it includes the following steps

1. Formulation of objectives

1. Analysis the environment
2. Developing alternatives
3. Selection of best alternate
4. Implementation
5. Evaluation

These steps can be explained in lights of starting a library Formulation of objectives involves two steps

1. Identifying the major objectives
2. Converting the objectives into measurable terms

The first step involves the determination of types of library & the category of users to be served and the second step is used to evaluate the performance of the library.

After formulating the objectives, an survey should be undertaken to determine the users and their int. requirements.

After analyzing the environment i.e. after knowing the readers requirements we have to develop some alternative methods to achieve the objectives i.e. providing various inf. Services. For example in case of public libraries, the users may belong to rural community and to achieve the objectives three alternative can be developed.

- i) opening a branch library
- ii) sending mobile vans at frequent intervals
- iii) entrusting, the responsibility of circulation to the school headmasters in rural areas.

After developing alternatives a best among them must be selected, (selection)
Then the selected alternatives can be implemented of the gathering approval from authorities and necessary arrangements should be made.

The work of the librarian does not stop with just planning but he/she should run the library continuously and effectively. For this evaluation is essential in order to know the excellent of objectives achieved. Evaluation may result in planning further improvement of the library.

2. Organising

Planning to be fruitful needs a sound organization, which means that a structure of authority is established which is capable to achieving the goals. The structure is needed to bring together all the staff members in a scientific way that the work is done more efficiently and smoothly.

In library organization, the decision is taken as to what kind of authority is to be provides for an area of service. If it is an autonomous of the local authority, it is to be found out as to whether the autonomous body should be capable of raising and collecting enough finances for running library.

Any successful organization tends to grow through internal elaboration of activities which may lead to adding more staff internals and space. This growth may result in conflicting the objectives and confusion if it is not organized in a systematic way. Hence the org. should be channelised towards the achievement of major objectives and this can be done by departmental and determining the staff structure, i

The first step of departmentalization is job analysis and division of labour. Thus., the organization should be divided into various functional units., which helps to establish a formal structure of organization to determine the positions of individuals division of labour involves allocation of duties and responsibilities for each individual.

For this purpose an organizational chart can be prepare. It should represent all employees who work in various level. For ex. Staff working under a AI should be represented

Merits of chart

1. It fix the responsibility of each person
2. Creates or sense of belongings
3. Sense of belongings leads to motivating the employees.
4. Overlapping and job conflict should be avoided.

The only limitation is that it does not reflect the informal structure which is based on team spirit.

Staffing

An organization for its effective working is totally dependent upon proper staffing and recruiting policies staffing is the process of management of staff. Personal management in a library is more complicated due to the unique constraints which are common in service oriented organizations where the performance of staff can't be measured properly. The librarian should be able to understand the psychological and behavioral factors involved in motivating the staff. Apart from this he should be well

around of the principles underlying personal management which involves the following steps.

1. Human Resource Planning
2. Recruitment
3. Selection
4. Induction and Orientation
5. Training and Development
6. Performance Appraised
7. Promotion, Transfers and separation

In addition to this the university librarian must have a sound grounding in research methodology. The other junior staff members should be appointed keeping interview their aptitude for various job. The practical experience of various jobs should be taken into consideration at the time of their appointment. Staffing includes the training of staffs and the maintenance of favorable conditions of work for them

Directing

Directing involves leadership process which can be for both formal and informal authority. The performance of the staff is highly influenced by the leadership style which not only dweets but it also involves motivating the staff to carry 'out their responsible carefully. For directing the staff various style of leadership such directive, participative are traditional were identified, i

The harmony and efficiency depends upon the personal qualities of the chief librarian. He should be capable of performing his duty on a leader. He should prove an ideal leader by

direct of his handwork, sincerity. Generally, 'Directing' includes continuous decision making and embodying them in general and specific orders and instructions.

Co-coordinating

Leadership will be successfully only if the leader can properly inter-relate various parts of an organization in a harmonious group. This co-ordination will be achieved if the head knows well all the jobs and effects that he feels practically, no necessity to interface. In other words there should be delegation of powers. The subordinates should be answerable to the chief, whenever difficulties all in the chief should the ask out the problem.

Organisation of the library into various such sometimes lead to ambiguity of individual roles. Hence proper co-ordination is essential to integrate the activities to achieve the goals. This can be done by formal communication.

Reporting

Reporting means keeping authorities, to whom the executive head is responsible informed about the progress or regress of his work. To perform duties efficiently the head has to keep himself records on various activities. It is a sound principle.

In case of library the librarian involves prepare a report explaining entire activity of the library and submit it to the higher authority which will be incorporated in the annual report. The annual report is a very effective tool which indicates the level of performance of the library.

Budgeting.

Budgeting includes fiscal planning, accounting and control. No organization can function properly without adequate finance. Budgeting is a ass statement of revenues and expenditure. There are various methods of budgeting systems. It a comparative statement of three years. The amount spent on each item for the previous year, current year and the sanctioned budget amount for the coming year will be presented in the statement. A librarian needs keen alteration careful planning while preparing a budget for the library . The budget will not only help achieve the goals but also provides a means to evaluate to what extent funds are utilized effectively.

Lesson 5

Personal Management

Introduction

The most important resource of an organization is the human resource - the people who supply the organization with their work talent, creativity and desire. Dynamic personnel management aims at obtaining and maintaining a capable and effective workforce, motivating the employees individuality and in groups to contribute their optimum to the fulfillment of organizational goals.

Definition

According to Thomas. G. Spats personnel management may be defined as a code of ways of organizing and treating individuals at work, so that they will get the greatest possible realization of the instinct abilities, this attaining maximum efficiency for themselves and their group and thereby giving to the enterprise of which they are a part of its competitive advantage and its optimum results".

Objectives of P.M

1. Effective utilization of human resources in the achievement of organizational goals.
2. Establishment and maintenance of an adequate organizational structure and desirable working relation among the members.
3. securing integration of the individual and informal groups within the organization.
4. recognition and satisfaction of individual needs
5. Provision of maximum opportunities for individual development advancement.
6. Maintenance of high morale of human organization.
7. Continuous strengthening and appreciation of human assets.

Functions

Personal Management performs a number of functions for the achievement of the above objectives. Broadly speaking the functions of personal. Management especially staffing fall in the following areas, i. Human Resource Planning, ii. Recruitment, iii. Selection

- iv. Induction and orientation
- v. Training and development
- vi. Performance appraisal
- vii. Transfer
- viii. Separation

Staffing

The staffing process can be seen as a continuing step by step procedure to keep the organization supplied with right people in the right position at the right time. The steps one as follows 1. Human Resource Planning

Steps : This involves four basic steps

- a. Planning for future needs
- b. Planning for future balance
- c. Planning for recruiting and selection for laying off.
- d. planning for development

Factors.

To accomplish these steps the manager must consider a no. of factor.

- a. The primary factor is the environment of the organization
- b. Objectives, detailed goals and tactics will define the personnel needs of the organization.
- c. Potential change in the external environment of the organization, especially technological changes may increase the no of specialized personnel an organization will require.

Central Elements

The central elements in staffing i.e. man power planning are forecasting and Human resource audit

a) Forecasting

It attempts to determine what personnel the organization will need to maintain its growth and explain future opportunities. Thus it tries to predict the no, type and quality of people needed in the future.

b) Human Resource Audit

In Human resource audit the skills and performance of each individual in the organization are appraised. This will give the manager an idea of the effectiveness of staff in each department. The management of materials, machines, methods and money is predictable. On the other hand people are difficult to predict and control. Therefore every org. must ensure the continued existence of high quality managers.

Quality managers

Simply speaking the HRP involves the following steps.

- a) Analyze company requirements in terms of goals.
- b) Prepare inventory of management and other personnel
- c) Calculate and forecast turnover
- d) Prepare a schedule of manpower needs
- e) Develop job descriptions and job specifications.

Recruitment;

The process of recruitment is used to attract qualified and competent personnel. So it involves the following steps

- a) Identify existing sources of applicants ,
- b) Developing new sources of applicants ,
- c) Attract potential applications in sufficient no to permit good selections.
- d) An important part of recruitment process is developing a written statement of the content and location of each job. At operative level it is known as job descriptive and at managerial it is known as position description.

Sources of recruitment

Basically the sources can be grouped into two kinds

- a. From inside the org
- b. From outside sources

Benefits of recruiting within

1. It ensures stability from control of employment
2. It creates a sense of security among employees
3. It builds loyalty among employees
4. The persons are already familiar with organization's activities and requirements.
5. It encourages other executives in the lower ranks to look to rising to higher levels.

Benefits of using External Source

It includes the benefit of obtaining man with

- i. Fresh view points
- ii. Varied and broader experience
- iii. Ability to change old habits. Selection

Selection process involves mutual decision making. Several candidates will be applying for each position and organization will on the basis of series of screening devices.

Steps

1. Develop application blanks
2. Develop valid and reliable testing techniques.
3. Develop interviewing techniques
4. Develop employee referral system.
5. Develop medical examination policy's procedure
6. Evaluate and select personnel in term of job specification
7. Make final recommended to line management
8. Send rejection and appointment letters

Placement

- a. Process of placing the employee on the job for which he is most suitable in term of job requirements, b is qualification & personnel needs
 1. Advise the line management placement
 2. Conduct follow-up study to determine the employee adjustment with job.

Induction and Orientation

It is a process of a the employee in the organization and on the job. Types of inf.

Needed

- a. General inf. About daily work routine.
- b. A review of the organization history, purpose, operations etc., ,
- c. A details presentation of organization's policies rules and employee's benefits.

Beginning librarian know the fundamental of any job, only local variation need to be explained

Training and Development

These are variety of training approaches. The important ones are

- i. on the job training
- ii. Off the job training

On the job training

There are 4 major formal methods

- a. coaching
- b. Job rotation
- c. Training Position
- d. Work Assignment

Off the job.

- a. In house class instruction

- b. Management Dev. Programmer Sponsored by universities/other org.
- c. Class Room instruction
- d. Sponsored Programmes.

Performance Appraisal

This means the continues process of feeding back to subordinate information about their work in the organization. This process can occur formally, informally and systematically.

Problems of appraisal

1. Shifting Standards

Some managers rate each subordinate by different standards and expectations.

2. Rater Bias

Some mangers allow their personnel biases to distort the rating they give subordinate.

3. Halo Effect

It is used to know the level of performance measures based on one of their characteristics.

Promotion, Transfer, Demotion

Promotion : Process of advancing employees to higher positions keeping in view their capabilities job requirements and personal needs.

Transfer : Process of placing employees where they can be utilized more consistence with their social and psychological needs.

Demotion :

If a manager proves ineffective he may be transferred asked to go for retaining or be fired. But it is not frequently used. Separation

Process of serving relations with employees in a congenial manner. It involves the following

- a) Conduct Exit interrupter
- b) Analyse Employee Turnover
- c) Advise line management on causes of turn over.

Conclusion

Thus, The personnel management deals with the above said steps in a careful way. Here the librarian must be a keen observes to study the social and psychological problems of the employees by undergoing various methods.

Lesson 6 Job analysis and job evaluation

Introduction :

An organizations profit depends upon three M's. Among them man is the most important factor as it is no who handles the other factors. Hence procurement or employment of people is the most important function of personal management. In case the libraries for analysis depends upon the activities performed by the library.

Definition

A job is a combination of one or more functions which a worker carries out to earn his living, where as a function is a combination of task. Therefore job is composed of tasks.

Job analysis is a systematic intensive and direct method of obtaining information about a job rather than it is a process of examining the job. It involves the separation of job into major components and then identifying the detailed elements. So it is an analytical study of a particular operation. Objectives

1. Plays a vital role in employee recruitment
2. It is essential for classifying the various jobs into different categories.
3. It helps in determining the training needs by analyzing what is going on now.
4. Act as a tool for the preparation of job specifications and job description.
5. It is essential for job evaluation.
6. It aims at finding out various details about job which will enable unfamiliar persons to understand their general nature.
7. To find out requisite qualities of a person to do a particular job.

Methods

There are two stages in job analysis -

1st Stage

The first stage is to find and record

- a. Exact Job title and no of people doing the job.
- b. Main routine tasks, occasional tasks.
- c. What the worker should achieve?- standards
- d. Responsibilities for the work.
- e. Ways in which job is likely to change.
- f. Working conditions of the job.
- g. Usual lines of promotions.

IIInd Stage

It is used to record and inter

- a) Essential knowledge required to do the job.
- b) Background knowledge.
- c) Skills essential to do the job.

Techniques:

- i) Painstaking probing Techniques.
- ii) Systematic surveying

- iii) Interviewing
- iv) Questionnaires
- v) Group discussions
- vi) Work study
- vii) Skill Analysis

Uses:

- a) Organization and Manpower planning
- b) Recruitment, selection and placement.
- c) Training & Development
- d) Job education.
- e) Performance Appraisal.
- f) Job Design.
- g) Safety the Health.

Job Analysis in Libraries:

Job analysis will be useful to list the jobs carried out in library. For this purpose the various sections in the library can be analyzed. The job analysis of professional and semi professional library staff is given below : here

L - Librarian, DL - Deputy Librarian

AL - Assistant Librarian

LA - Library Assistant

A - At tender and list is based on various section:

- i) Acquisition section
 - L - Frames the policy of book acquisition including accepting donations.
- ii) L - To receive books from book sellers on approval.
- iii) Collect recommendations from faculty members.
- iv) L - Collect the donations.
- v) LA - Checking the duplications.
- vi) L - Selection of vendor for supply and decision about cash purchase, advance payment etc.
- vii) LA - Sending of orders for supply and preparation of order record.
- viii) A - Bringing the parcels from transport office.
- ix) LA - Checking of books with orders, price verification.
- x) AL - Checking and passing bills, acknowledgement of donations.
- xi) AL - Monitoring budget for departments.
- xii) AL - Giving feedback to faculty members.
- xiii) L - Allotment of books for circulation various section
- xiv) Keeping readers informed about newly published books.
- xv) Maintaining book review files of books useful to library.

Just like the acquisition section other sections if the library is also having various routines which are allotted for each and every individual.

Job Evaluation

Job evaluation aims at determining the relative worth of various jobs. It also ensures equity of job to another. To calculate the worth of the job, information concerning the job is essential to be evaluated by job analysis.

It is done by using some job evaluation system and is based on a careful analysis and detected description of jobs.

Definition

It is a systematic method of establishing relative worth of various jobs in an organization. It is based on the systematic analysis of job factors such as skill, effort, responsibility etc.,

System of job evaluation

The principle systems of job evaluation are

- a. Simple ranking system
- b. Job classification
- c. Point System
- d. Factor Comparison system

Merits of IE

- i. It gives a distinct definition to wage system.
- ii. Irritations can be eliminated
- iii. Less Complicated

Demerits

- i. Determining the wage Should not be overlooked.
- ii. Favor of groups difference
- iii. Due to the addition of balancing points the total points can be removed.

The evaluation in libraries

In libraries based on job analysis each and every job is evaluated. Here we may apply any one of the above said system for evaluating the job depends on the types and resources present in the library.

Lesson 7 Financial Management**Introduction**

Financial Management applies to an organization irrespective of its size, nature of ownership and control. It is important because of has an impact on all the activities of a firm.

Finance in general means the payment of a fine. It is used to express any statement of monetary accounts and comparison of income with expenditure.

Library Finance

The effective administration of the finance of a library required considerable spoil on the part of the librarian.

Definition

It may be defined as the part of management which is concerned mainly with raising funds in the most economic and suitable manner.

Objectives

It has been long term and short (immediate) term objectives . The immediate objectives are Immediate

- i. Financial Economy
- ii. Adequate support
- iii. Wise expenditure of funds

Long-term

- iv. Planning of library programmes
- v. adopted to changing educational needs
- vi. To keep adequate and accurate financial records.

Areas

N.G.Night divides Financial Management into three main areas.

1. Decisions on the capital expenditure
2. Allocation of available funds to specific uses.
3. Analysis and appraisal of problems.

Sources of financial Inf.

1. Dailies
2. Periodicals, journals and magazines
3. economic guides, year book etc.,

Financial Management in libraries

In libraries the librarian is responsible for preparing budget estimates in consultation with the administrative office in consultation with the administrative office which should include expenditure on new staff or purchase of new furniture and equipment for the library.

Principles

1. Budget should be made for non recurring and ad-hoc grants.
2. The librarian should submit the estimate to the principle after consulting the library Committee. And heads of the dept.
3. The budget should be submitted and approved in time before the academic year.
4. The librarian should be ask for sufficient fund.
5. The budget should be represent library planning.
6. Budget should be reasonable flexible.

Objectives

1. It helps to know the financial status of the library.

1. Due to the effective financial management in library, we can get large amount from UGC.
2. It will leads to library in right direction
3. Cost benefit effective analysis will act as a measurement for knowing the progress of the library.

Sources

The sources are based on two way

- i. sources of income
- ii. Sources of Expenditure

Sources of income

Generally libraries are considered as non profitable organization. So the income may be less while compared with other organization. The general sources of income are

1. From Govt. Fund
2. From U.G.C (For College and U.C)
3. State Govt. Fund
4. Endowments
5. Donations, Gifts, Exchange
6. Membership fee
7. Penalty

Sources of Expenditure

The income brought out from various sources of income can be utilized for two sources of expenditure

- i. Recurring Expenditure
- ii. Non- Recurring Expenditure

The money spend for recurring expenditure can be recovered, while incase of non recurring the money cannot be recovered. For example the money spend staff salaries can be recovered, while in case of building and furniture it cannot be recovered. **Conclusion**

So, the financial management of the librarian play a vital role for raising the funds of the library. But the financial management can be effectively carried out by using several technique of budgetary control measures like cost benefit and cost effective analysis.

Lesson No 8.

Shelf Rectification

Introduction

Shelf rectification refer to the arrangement of documents is appropriate places in the library it, rectifying the shelf arrangement is a Library. Particularly is an open.

access library books often get misplaced. Sometimes users & themselves purposefully misplace books to hide them from the notice of others interested in the same subject. Library staff also sometimes misuse their responsibility and stock book put at a wrong place. Shelf rectification is done by reading the shelves systematically and shelving back the books that are misplaced in their proper sequence.

Definition

Shelf rectification is defined as the arrangements of documents in appropriate places in the library is & rectifying the shelf arrangement in a library.

Need and purpose

1. For easy retrieval of documents
2. Save the time of the user
3. To find out the documents easily.
4. Misplacement should avoid.
5. Weeding out the documents

Shelf rectification and five laws

Five laws are

1. Books are for use
2. Every reader his/ her book
3. Every book its reader
4. Save the time of the reader
5. Library is a growing organism

Books are for use

The books that are available in the library are two for use. The books that are arranged in the proper place will save the time of the reader and for finding the documents easily. Thus the law justifies. Every reader has their book

This law emphasizes that the books are for all when books are kept in their correct sequence then they will be used by several readers without much difficulty. Thus the law justifies. Every book has its reader

This law literally means that every book there, should be in a reader classified arrangement of books in the shelves according to the subjects is necessary to satisfy the third law. Shelf arrangement enables more use of books. Sometimes books in a special sequence latest additions will be kept separately. Thus the law is justified.

Save the time of the reader

This law emphasizes that at present time is precious to not only the reader but also to the library staff. Classified arrangement of books according to subject in the stock room saves the time of the reader. Books which are frequently used by the users must be kept at the beginning of the stock room. Thus the law justifies.

Library is a growing organism

This law enunciates a basic principle that should govern the planning and organization of libraries. The increase in the book stock affects the shelving accommodation and stock room area. Thus the law justifies.

Advantages

1. Library shelves appear neat and tidy with books arranged in a systematic way.
2. The arrangement of the shelves will help the user save his time in finding his book.
3. Books which need immediate attention for finding repair, replacement or weeding will be noticed by the library staff.
4. Gaps in the library collection can be noticed.

Disadvantages

1. Library staff may sometimes neglect their responsibility and stock books at a wrong place.
2. Misplacement of books will cause difficulty with the readers.
3. Weeding out documents which are found mutilated, out dated or not useful or not serviceable.

Lesson 9. Closed Access System**Introduction**

Library acts as an "Information Centre". It aims to satisfy the user needs in all aspects. Information materials are to be arranged on shelves for access by the users. Library is the "Store house of knowledge". In order to properly disseminate the gathered knowledge or information proper arrangement of books and materials on shelves is needed. Types of system of arrangement

Depending upon the type of library, users and nature of documents, arrangement of documents on shelves is categorized into two systems. They are

Open shelf-open Access System

Closed Shelf-Closed Access System

Open Access System Meaning

Arrangement of books and other information materials in open shelves, either in alphabetical (or) classified manner (or) alphabetic closed manner. Users can freely go to the stock room, and search for their desired document. This system is adapted in many libraries as it makes the work of librarian much easier as well as helps the users to know more about documents available in the library.

Open Access and Five laws of Library science

1. Books are for use :

According to this law, a book should be widely used by readers and maximum use of books are possible only through open access.

2. Every reader his/her book.

This law insists that each and every reader must get their desired book and this is possible only if open access system is adopted, which helps the users to get their book directly.

3. Every book its reader.

This law states that a right book must reach the right reader at the right time (ie) without any waste of time, which is possible only by open access system.

4. Save the time of the reader. Access to this law, readers must select their desired document quickly (ie) without any waste of time. Sense the fourth law is also been satisfied by open Access system.
5. library is a growing organism.
Library grows gradually by books and it is not possible to maintain all documents in closed access and so open access is advisable.

Merits & Facilitator maximum use of documents

Helps the user to know the nature of documents available in the library. Makes the user to know (or) come across the related documents with respect to his desired one.

Facilitator easy and quick access of information. Does not need the help of librarians (or) any library staff for information retrieval. Large number of documents can be arranged and maintained when compared to closed Access systems. Encourages S.R. Ranganathan's five laws of library science.

Demerits

Possibility for loss, damage of books and materials leads to confusion during stock verification. User easily misplaces books and documents on shelves knowingly & unknowingly.

Closed Access System

Meaning

Arrangement of documents and information materials on closed shelves (i.e) under "lock & key" shelves. Readers who are in need of documents have to approach the librarian (or) the respective library staff to get their needed document. Readers note down the desired documents in a slip of proper and give it to the library staff. The staff search for the documents & get them for the user. Library staff takes the full responsibility and control over the maintenance and searching of documents for user. Closed Access and Five Laws of Library science : 1. Books are for use:

Use of books is minimized when closed access is encouraged.

2. Every reader his/her book.

If closed Access is adopted, it is not helpful for the reader to get their desired book easily.

3. Every book its reader

It is not possible to satisfy the law "Right book to the right reader at right time", if closed Access is adopted.

4. Save the time of the reader.

Closed Access System does not encourage this law, because it take time to search for a book due to the absence of direct contact between the reader and document.

5. Library is a growing organism

when library collections grow at a wide range it is impossible to maintain them in closed shelves.

So, the five laws have been supported & satisfied by the closed Access Systems and the five laws have not been satisfied by the closed Access systems. Merits

Valuable books are books Reference books which are difficult to acquire and maintain can be preserved and served to the user by this system. This facilitator (or) helps the library staff to prevent unnecessary damage, loss of documents. Avoid confusion during stock verification.

Demerits

Library staff gets additional responsibility of getting needed documents to users. Users (or) Readers who are in need of documents are restricted from easy and free access of books. This leads the users get their needed information in a limited way, This fails to serve the Ranganathan's "Save the time of user". "Books are for use". Maximum use of books is reduced.

Use of the Systems

Two cases are to be considered when we come across the two systems.

Case I

Here, in libraries all documents and information materials are arranged on open shelves only.

Case II

In some libraries, ordinary documents such as textbooks, periodicals, journals are arranged on open shelves. And rare books, valuable books, Reference books are arranged on closed shelves, under the control of library staff. Ex:- Manuscripts microforms. Etc.

Conclusion

Documents books come to use by the users only when they are arranged & maintained perfectly on shelves. Hence arrangement of documents on shelves is the first step in termination of information.

Lesson 10

Various Library Records

Introduction:

It is essential for an organization to record information about the various activities in the organization. A library being a public institution must maintain records of its essential sources and departments. So that it can give the information when required.

Record : It means to write something in such a manner that it is available in a permanence form and has a lasting value.

Winds of Records:

The records that are maintained in library can be classified as.

1. Records of books and other non-book resources available the library
2. Cost Records (ie Total Cost & Unit Cost Etc).
3. Service records (ie service Rendered by the library)
4. Administrative records.

Records of Books:

Books are meant for use and for this case to maintain the books to have the analysis certain methods are followed many records are maintained in the lib, we can discuss it regarding their sections.

Acquisition Section: 1.**Accession Register:**

In the case of Accession, the main work in the library, the record named, accession, register is followed.

Date	Accno	Author	Title	Publishers and Place of Publication	Price	Vol.	Collection	Call Number	Remarks

The modern method of keeping a record of books is the conservation of the Book selection card into an Access card. It saves time, labours money.

2. Record of Non-Book materials:

For non Book materials (ie) films, micro cards, Micro-fiches, Maps, Atlases, Gramophone records etc, a type of Accession Register may be useful but additional columns are provided. The physical aspects the scripts format are found have but not in reading materials in book form separate register are used for this.

3. Account Books:

Another imp record relating to the Acquisition of books is the maintenance of detailed. Information about the allocation of book funds for various departments. This make the library authority to see the account. It is essential to avoid double payment.

4. Allocation Register:

It is of reader type and few pages may allocated to each department or subject name of the Dept subject. Total amount sanctioned. Name and head of the grant.

Date	Bill No. & Date	Name of the suppliers	Amount	Deduction	Total	Total grant of the Dept	Balance	Remarks

5. Specimen of a bill register:

It is kept either in subject or supplier wise. These are kept in vertical size cabinet in alphabetical order and the bills are arranged at data wise for easy retrieval. It can be done by having duplicate or triplicate copy of the Bill. Technical Section:

1. Shelf list:

The next record of books is the maintenance of the shelf register or list. First it is maintained in the register and later loose leaf form is used. These are kept in cabinets is are arranged in classified order. It can tell the position of the books in the shelves. Book catalogue:

It gives detailed information about the book. It helps the reader to find the book through their author, subject or title. First printed catalogues are used, but the hand written is better for the libraries. Technical records:

It consists of practices, in classification and cataloging procedures

- a. Staff manual
- b. Name authority file

Circulation section

Sl.No	Time	Name	Class	Institution	Address	Sign

3. Issue records:

Certain records are maintained in the library, which is generally the busiest section of a library. It is the place where the rendering materials are issued to the readers. These are some of the records.

- a) certain records are maintained in the library, which is generally the busiest section of a library. It is the place where the rendering materials are issued to the readers. There are some of the records.

Readers Record - Name & Address of the readers.

Time Record - The period for which the book is issued

Book Record - The time in which the book is issued.

Readers Record :

In small libraries it is used. Advanced countries follow time consuming process in this type.

e) Time Record:

The resources being limited time limit is maintained for keeping the books for homes giving equal chance to the reader.

f) Over due Record*:

In this record the information regarding the over dues is kept. The names of the default users are entered. Over dues realized are noted in this record.

g) Record of issued and reserved books :

Other readers may require the book which are issued, so it is essential to know to whom the book is issued. It is kept with the book records. For the purpose of having record of issued books, one book card is prepared for each volume. The call no, author, short title accession numbers are provided in the card.

h) Reference:

It is the next important service department of the library. The reference librarian must maintain the record of the following items.

1. Nature of the reference book consulted.
2. Nature of enquiries short or long range.
3. Questions.
4. Answers.
5. Book Consulted.
6. Book information given.

Budgeting

In the course of budgeting cost records are used. It include the total amount spent on staff, book purchase, their.

Lesson 11

Stock Verification

Introduction:

Stock verification implies the physical check up do the articles on reared. Stock verification is carried out in almost all the business units to assess what is sold what is left behind. In libraries, the books are valuable property and their movements are to be watched. The librarian should be in a position to say what are available and what book actually missing. For this purpose stock verification is very essential. Simply stock verification is the process of verifying the documents on the shelves and those issued on loan. This is also known as stock king. Harlot's librarians glossary defines stock taking as "the process at takings stock by checking records of books possessed with copies on the shelves as records at books on loan",

Needs:

1. The missing books are to be replaced.
2. Stock verification disclose the loss.
3. If the loss is heavier, it reveals the object in the administrative system
4. The librarian can take sufficient steps to remove the detect.

Method:

1. Self - List method.
2. Accession Register method.
3. Separate Register method.
4. Separate sheet method.
5. Numerical counting method.
6. Sample method.
7. Computer method.

1. Self - list method:

This method contains the details regarding classification no, author, title etc. The self-list card they is taken to the book schedules. One man has to read out the call no : an author of title of other man has to tally the self list card concerned. If a

book is not found of the self relevant self - list card will be turned to this shorter edge, if the book is found in course of further checks. Then these self list cards will be put in their usual position.

2. Accession Register method:

In this method the accession register is taken to be schedules of one assistant all the particulars of the books from the self along with the accession no : is the accession register. When all the books are checked, a list of books which could not be faced is prepared and such books are further searched from different recovers.

3. Separate Register method:

in this method assistant speaks out the accession no : from the relevant year column from the accession no : spoken.

4. Separate sheet method;

In this method a separate sheet having the accession numbers will be used for stock verification. All the traced books will be crossed with the charged binding they etc. At last the accession numbers of the untraced books will be arrived out to a separate sheet. The main advantages of this method is the sheets can be multiplied of many persons at one time can do the verification work.

5. Numerical counting method:

Stock verification may be made by more counting of books on the schedules on the charged drags, buildings drags etc, of the total. Thus arrived is deducted from the total no : if books accessioned the balance indicates the no : of books not traceable.

6. Sample method:

This method is the one of the easiest way of stock verification. The section which are mostly used by he readers will be selected of stock, verification work will be carried out only in that section. The estimate of total loss will be made on the basic at the loss found in the selected section. The percentage of loss may very from section to section of hence system may give a wrong picture.

7. Computer method:

Much of the monotonous works of sorting, merging, arranging and rearranging of the cards, slips of streets is taken over by the computer date collection of date purchasing is to done for the retrospective materials also of after that all the data are processed by the computer.

Advantages:

1. Verification discloses the books that are lost.
2. Misplaced books can be restorer to their proper places.
3. Impress the authorities on the in viability of loss of books.
4. Helps the library authorities in king necessary predations if the loss is very high and unimaginable.
5. Provides opportunity to survey the stock and be aware of the library collection.

1. Helps in updating library catalogue and other records.
2. Old editions of books not in demand can be weeded out.

Disadvantages :

1. Many of the libraries either completely close down the library or their services. This is not desirable from the point of view of users.
2. Very often cost of stock verification is higher than the cost of books.
3. In some libraries, during stock verification borrowed books are recalled for physical verification, thus causing hardship to users.

Conclusion:

Stock verification is an essential function in the library. It is the process of verifying the documents on the shelves and those issued on loan.

Lesson 12 Annual Reports

Introduction:

Every management head requires accurate and up-to-date information for giving of it, formulates policies for further business of it, formulates policies for further business formulation of policies may not be practical in the absence of information. (A report is a presentation of facts) which have been drawn from investigation, inspection, experience, research, surveys, interview etc. A report must be based on actual facts but not mere opinion.

Definition of an Annual Report:

An Annual report is the survey of the actual work done during the preceding year.

Preliminary Stages:

Before preparing the report, the authorized person must note the following points.

1. He must have an idea of the report.
2. He must know the scope and purpose in full detail.
3. He must plan in advance to investigate the matter.
4. He must know the time it will take to complete the report.
5. He must know as to whom the completed report has to be submitted.

Guidelines for a good report:

A report should be addressed to a particular person or group of readers. The reference to which the report is drawn must be quoted. It must have a title and sub-headings decreasing various topics. It must contain a brief description on the report or matter. The language should be simple and unambiguous.

The rules of punctuation should be strictly followed. Because it avoids confusion of meaning.

The report must be readable and understandable especially for whom it is meant.

The report should deal with the matter as concisely as possible.

The facts drawn in the report should be suitably compressed and true.

The technical terms must be avoided in a report. Clarity's essential presentation must be in a systematic order.

The recommendations and suggestions must be factual and supported with reasons.

The recommendations suggestions must be factual date supports reason with investigated result

Types of Report:

Routine Report
Special Report

Routine Report:

Routine Report are generals prepared by the clerks of the concern submitted to the officer. Many such reports may be daily, weekly, monthly etc. Suggestions or recommendations etc. The report is meant to inform the management position if the business. Eg. Daily jobs done by library (User stalactites)

Special Report:

The name suggest that such reports are drafted for special purpose and not as irregular or routine reports. When a circumstance arise and prepared, (for this purpose a particular person or committee is appointed to look after the job of preparing report. For special activity of the library Automation). Necessity:

We can know the progress or regress of various departments during then per year. Annual report covers all aspects including financial matter. It brings to light the actual existing conditions of its finance and other services taking into consideration the assets and liabilities of the under taking. The annual report should be faithful index of the actual condition if the department because the 100 photos are cancelled, the very purpose of the report will be defeated.

Annual report is also being used us finding duplicity and attract the readers to the library. The librarian can know the achievement short coming of the library services to spot up the developmental activities.

Contents of the report:**Finance:**

Finance is the important problem to the finance the librarian can take any fifth law of library science which fore the librarian and library any authorities to the effect that library is a growing organism implying there by that increases in the book stock & staff is evitable. The annual report must indicate the actual financial condition of a library. So that may be seen as to whether the budget allocation was enough and if not provision of funds be suggested to procure the additional finance. The library must be run in economic lines. Book Stock:

The book stock is the second important factor without which a library cannot possibly come to existence. The librarian in order to no more persons to become the regular members of the book collection the fields if specialization go that the readers are guided proper us in the choice of their reading requirements. The report must show the total members of volumes in stock, the numbers of periodicals subscribed must be brought to the notice of the readers.

Technical Services:

The technical services, are the back bone of the library. The technical services provided the necessary arrangement life to the library service. It's a helpful, order to the library activities. These process help in making the book suitable for the better use of the readers. The laws of library science can be full filled only of the technical services play their full rose. The technical services, can be provided fully and efficiently only if he adequate staff is provided in accordance in with the set principles of library service. Different types technical services provided by the library must be noted in the annual report.

Points to be remembered:

1. Report should be confined to the subject.
2. Positive statements must be used in the report.
3. It must be in simple language.
4. The reporter must satisfy himself about its completeness.
5. The report muse be presented in a book form or in a file.

Conclusion:

The above essay we may see how the Annual Report is useful for the growth of library. The annual report must given the truth conveying the achievements failure to the public or authority. It helps the librarian to aware of his duty.

Lesson 13 Reference Section Routines**Introduction:**

During initial stages librarian located and provided the required reading materials to the user from that of library collection. Then the librarian began to interact and interface user needs aided by library tools and techniques, As a result reference service was evolved. To do this service in an efficient way library is having the section in an efficient way library is having the section known as 'Reference Section'. In this essay we will describe this section.

What is Reference Service:

"It is the process of establishing a contact between right reader and the right document at the right time in a right personal way" - S.R.R.

Routines in Reference Section:

The main aim of reference section is

- i) to answer the questions asked by users :
- ii) filling the answers for the questions.
- iii) By providing various reference sources. So the reference section routines are based on the above said areas.

Reference Service:

In order to satisfy the user's requirements in the age of information explosion libraries has to meet the challenge of various techniques involved in modern age. The main aim of this section is answering of questions. There are two types of reference service according to S.R.R. they are:

- i) Ready Reference service - Service finished in very short time, (with in 30 minutes)
- ii) Long Range Reference service - service which can not be finished in short time.

According to western libraries there are two kinds known as i) Direct & indirect service. Here we will see only Indian approach.

1. Ready Reference Service:

Earlier it was known as Short Range Reference service. The characteristics is based on several factor namely

Time

Sources Consulted Nature of Library.

This type of service is very helpful for three types of users like absentee enquires, casual visitors and regular customers. The process involved the aspects namely.

i) preparation ii) Service and iii) Assimilation Long Range Reference Service.

This service prescribes three tests to identify i) Time Test ii) Source Test iii) Nature of information. The process involved in this service are i) preparation ii) Service iii) Assimilation - Long range reference service involves a lot of services like.

- i) CAS
- ii) SDI
- iii) Documentation
- iv) Reprographic Services
- v) ILL
- vi) Such other bibliographic service.

Reference Sources:

Reference sources answer all kinds of questions asked by users. They offer general information and specific information. The following are the examples for reference sources.

- i) Dictionaries
- ii) Encyclopedias
- iii) Almanacs
- iv) Hand Books
- v) Manuals
- vi) Indexes
- vii) Bibliographies
- viii) Atlases
- ix) Gazetteers
- x) Directories
- xi) Year Books etc. (For more details refer the paper information Sources & Services)

Files & Registers:

In reference section we have to maintain files for recording the questions asked by users. Two separate files can be maintained for two types of reference services known as ready and long range reference services. Registers are mainly for the various reference sources. How to arrange the sources :

Ordinary reference sources must be arranged first and subject (or) special reference sources must be arranged next. That is general encyclopedias and Dictionaries must be arranged first and subject Dictionaries and encyclopedias must be arranged next. For reference sources a library will prefer closed access system than open access system.

Conclusion:

Thus, reference section in a library is to answer queries asked by users. It intercepts the library collection to users. So the staff should be able to anticipate the nature of reference help that may be sought by clientele.

Lesson 14 . Budgeting Techniques

Some of the budgeting techniques are given below:

- a. Line – item budgeting.
- b. Lump sum budgeting.
- c. Formula budgeting.
- d. Performance budgeting
- e. Programme budgeting.
- f. Planning programming budgeting system.

a. Zero – based budgeting. (ZBB)

Line-item Budget

Line - item budget is the most commonly used kind of budget. Each line is increased a little each year. No questions are asked. The current budget is prepared, increasing each item over the previous year's allocation. The increase may range from 5 to 10 per cent. The salaries and other items are increased by 5%, keeping in view the minimum of 5% rise in general prices. Prices of reading materials have gone up by 10% (the library acquires a large number of reading materials published abroad). The authorities would understand the reason for increase in the allocation of each item. Budget is financial statement of income of expeditor for the further gear.

In this kind of budget, there is no relationship between the request made and the objectives of library. The reallocation of funds can be provided the authorities agree in the regard.

Lamp Sum Budget

In formula budget, predetermined standards are applied for allocation of money. Such a budget is technical and easy to prepare. It does not require special skills to prepare the same.

Performance Budget

The expenditure allocated is based on the performance of the activities. The emphasis is laid on the efficiency of operations. The quantitative data about all activities is collected carefully over a period of time. The management techniques like cost benefit analysis are applied to measure the performance. The norms are established. For instance, one can determine the manpower, money and materials required to carry out classification and cataloguing work. However, this would require expensive and complicated techniques.

Performance budget gives justification for an description of the extent of services to be achieved by means of the proposed programme. The resources (men, materials and money) required to fulfill the proposed programmed during the next fiscal year and described.

Performance budgeting and programme budgeting have some similarities. The emphasis in the first is on performance but in the later one, it is on programmes. Programme Budget

It is concerned with activities. The amounts are allocated to programmes of services rendered. A university library may decide to start an indexing service in the field of social sciences. In such a case the expenditure of staffing, materials, postage etc. is to be estimated and the budget is to be prepared on the basis of programmes or services programmed. Programme Budget Sheet

Programme :	Indexing service in social sciences (monthly)	
Objective :	to provide free indexing services (monthly) to teachers and, research scholars in the university and also to leading social science libraries.	
Costs :	Personal (salary v2 professional and v2 typist)	Rs. 30,000
Materials (paper)		Rs. 6,000
Postage		Rs. 3,000
Others		Rs. 1,000
Per annual		Rs. 40,000

Planning programming Budgeting System

Planning Programming Budgeting System (PPBS) is a technique, which takes into consideration the best of programmed budgeting and the best of performance budgeting. Here the focus is on planning.

The important steps in PPBS are :

- i) Identifying the objectives of the library.
- ii) Presenting alternative ways to achieve those objectives with cost benefit ratios presented for each.
- iii) Identifying, the activities that are necessary to each programme.
- iv) Evaluating the result so that corrective actions can be taken.

The library manager enumerates programmes and cost of these points. PPBS enables the authorities to be able to examine the programmes in proper perspectives. As a consequence, they would be able to realize the effects of reducing or increasing the funding. The table given below gives data about a college library. The library serves 1000 students and 50 teachers. On an average 200 books are issued and returned per day.

Use of Lending Service in a College Library for the Period March to August, 1992

Input-cost	Kind of Service	Objectives of the programme	Output totals	Cost per outputRs.
25,000	Lending service	Lending of documents for home use	24000 documents (Salaries, Rs. 1,04 cost of equipment stationery etc.)	24000
Rs. 15,000	Cataloguing and Classification	To classify documents	1200 Documents (Salaries, Rs. 12.50 Stationery, and prepare etc.)	Catalogue cards, filling of catalogue cards, stamping and pasting.

Zero - Based Budget

Zero - Based Budgeting (ZBB) was developed by Peter Phyor so as to achieve greater effective planning and fiscal control. ZBB requires that costs of current and new programmes be justified at the beginning of each budgetary cycle. The library manager is expected to "look for services and activities of the library which can be offered at funding levels below the current one, at the current level, and at some prescribed amount above the current level. The resulting programmes or packages are then arranged in priority order, from top to bottom, with their costs. At the point where in the expected or actual funds run out, programme and activity is, therefore, worked out on fresh basis every year without reference to the past.

Lesson 15 - Budgetary control system

Introduction:

Financial management has added a new dimension to the libraries. Budgeting is one of the important instruments of financial management. A budget is the translation of the future plan of the library into financial terms. Generally it translates the library's goals into dollar amounts.

Concept:

A budget is an estimate of revenue and expenditure for the coming year. The dual purposes are to limit expenditure to income.

Need:

1. It provides a realistic statement of what services will be offered and at what monetary costs.
2. It is used to avoid unrepented financial setbacks.
3. To help with detailed planning of cost.
4. It can also serve for some non-financial purpose.
5. To help in the preparation of annual report.
6. Future budgets may need to be modified.

Budgetary Classification:

Budgetary classification may be based on three patterns

- i. Classification by characters - Here character refers to the period of time for which the budget is prepared.
- ii. Classification by objects : It is based on the services rendered or materials acquired by libraries.
- iii. Classification by department: It is done in a department-wise manner.

Process of Budgeting:

- i. Estimate the cost of plans for each unit in monetary terms.
- ii. Combine all estimates into a well-balanced programme.
- iii. Compare for a given estimate derived from the step 2 with actual results.

Allocation of funds:

Public libraries:

For public libraries, in India Do suggested in 1950s that 50% should be allocated for staff etc and remaining 50% for periodicals, binding. The advisory committee for libraries also agreed. General Std:

1. Salaries & Wages 50%
2. Books 20%
3. Periodicals & Newspaper 5%
4. Binding 5%
5. Heating & lighting 2%
6. Rents, Loan 5%

Supplier and miscellaneous 13% Academic Libraries:

UGC committee (1957) suggested that 50% should spend on books, and 50% should be of staff.

Ranganathan's Suggestion: (University Libraries)

Staff	50%
Books & Other RM	40%
Other Exp	10%

General

Salaries	-	50%
Book	-	20%
Periodicals	-	13%
Binding	-	7%
Lighting & Heating	-	3%
Supplier other	-	7%

Practical procedure for Preparing Budget:

- i. By comparison with past expenditure.
- ii. By budgeting in accordance with work programme.
- iii. By using widely accepted standard.

Types:

- i. Line Budget.
- ii. PPBS.
- iii. Performance budget.
- iv. ZBS.

Advantages:

- i. It helps people to make their goals clearer.
- ii. It assists in fixing responsibility.
- iii. The weakness is organization standard would be repealed.
- iv. It helps the management to make of the resources in maximum levels.
- v. It provides for timely action.

Problems:

- i. It should be expressed in procreation.
- ii. A temptation is to simply go through without thinking about ways of roving operation.
- iii. Many things are not simply measures.
- iv. The programme must be continually adopted to bit changing circumstances.
- v. A budget plan doesn't work automatically.

Lesson 16 - Write an Essay on Acquisition work**Introduction:**

A Library may be known as an information system due to the storage of knowledge in it. The stored information must be conveyed to the users community in various services present in it. The service are carried out by the various departments / section present in it. The first section is responsible for gathering of information. In this chapter we will see the routines involved in the Acquisition unit.

Various Section:

1. Acquisition section - To accrue information
2. Technical Section - FON processing the information (classification & cataloguing)
3. Circulation Section - For Charging & discharging of Documents.
4. Periodical section - various routines presents in periodical malignance
5. Malignance section - 'overall maintain of the library carried out by this section.
6. Reference Section - For answering questioners are asked by the users.

Acquisition Work for Acquisition unit:

The important of acquisition work in modern library so opinions that there is sometimes taken for granted. In olden days library depended on Donation of book for acquisition. The process of library material an assuring that they are properly required is the major foxes of acquisition work. Now a days computers are used for fasting the work. Means of acquiring material:

a. There are five means on factors for acquiring the material. They are as follows:

1. Purchases
2. Gift
3. Exchange
4. Deposits
5. Involvement Records of material obtain

In a library a separate record can be maintained for publisher catalogue. This is the best way for gathering of data. Functions of an acquisition unit:

The basic responsibility of a Typical acquisition unit includes the following functions.

1. Obtaining information about materials
2. Maintaining a record of a basic bibliography information from the selections
(Book selection)
3. Completing and verifying the information.
4. Determining the library stock.
5. Identifying the prices possible.
6. The sources of supplying for each item.
7. Ordering of selecting items.

Receiving and checking for received items.

Here we will see the functions in a detailed manner by the following ways. 1. Initiating the purchasing process: It involves the following steps. 1. Selecting an appropriate vendor 2. Placing orders for Documents 3. Preparing order 4. Dispatching it/ Dispatching it

2. Maintaining Records for materials order:

Maintenance of file

Maintenance of long term records

3. Receiving and checking materials:

Opening packages of materials shift to the library making sure that the items are undamaged.

Labeling the items along with bibliographic information.

Checking them against sedately checked it involves to assure that materials are received the match along with the list supplied by the vendors.

Determining that each item to be physically completed condition.

4. Authorizing payment of materials:

Another responsibility of dries unit is authorizing payments. It involves,

Recording the actual price

Releasing the actual cost of an item in the financial records.

Preparing payment.

5. Clearing order Records

a) Recording the factor an item have been received on not.

b) Preparing an appropriate record.

6. Claiming and canceling orders

Monitoring and canceling orders

Informing the vendor that an order has an item to be cancelled.

c) Up taking the order record.

7. Handling materials that need special treatment

It involves a wide variety of activity. Purchase developing a programme through standing orders, blanked orders and approval plan

8. Dealing with special situations

It involves such matter, which are negotiating preference.

9. Analysis & Developing statistics

It is the last responsibility of an acquisition unit. It involves collecting a variety of statistical information. Many of the statistics can be routinely collected, analyzed & reported by the computers.

Variation in acquisition work**Effect if type of Library**

a. Public library

b. College library

- a. University library
- b. School library
- c. Special library
 1. Effect of size
 2. a) Effect of governments, structure 1. Public of private ;

Automation acquisition activity,

Library's for several decades have received an computers to improve and enhance their acquisition activity.

Automation acquisition system options

They have some options for selecting and automating acquisition system.

1. Micro computer acquisition system.
2. Micro computer based acquisition system.
3. Main bane based acquisition system.

Captivity of automated acquisition

Acquiring and automated acquisition system.

1. Needs
2. New system requirements
3. System Evaluation
4. System Selection
5. Control negotiation
6. System installation & implementation

Conclusion

Thus the first selection it the library activity is the important one. Because all other activity depends upon the first selection. So the functions of the first unit must be then properly in order to get the Beautiful results of the library.

Lesson 17- Acquisition of Serials (Serial control Routines)

Introduction

One of the basic problems associated with acquiring and handling serials effectively is defining exactly what is included in the term 'serial' Although the library profession has been put forward a generally accepted definition in various libraries. Definition

A publication in any field (branch of universe of knowledge) issued in successive parts being numeric or chronological designations and intended to be continued indefinitely. It includes periodicals/ newspaper and monographic series. Series

A group of separate items related to one another by the fact each item bears in addition to its own title proper, a collective title applying to the group as a whole the individual may or not be entered.

Categories of Serials

1. Periodicals

Generally a periodical appears at excitable intervals. More often than once a year. Generally they are easy to occur and record. Some libraries process records for periodicals in a simplified cataloging form & merely arrange themselves in alphabetical order in title.

2. Problem

A frequency of the issue makes periodically imperative that they may be monitored to prevent unnoticed problems from developing. For example, a subscription may suddenly disappear without explanation.

3. Newspaper

In any libraries part is smaller than newspapers subscription are placed directly with local publisher as dealers & very little record keeping is done. But many large libraries now discontinue them in favor of permanent issues on micro form. Some subscriptions are arranged to include the micro form as well as the paper version written from the standard.

4. Annuals & proceedings

They are arranged alphabetically rather than by classifiable symbol.

5. Micrograph serials

The series specified by collective title is numbered. The item can be equally well identified by serial number name as by its author as well as title (duel). For this reason libraries sometimes ignore the series relationship of monographic item in unnumbered series as recorded series connection internal record keeping.

6. Pseido series

Any publication that appears in separate parts or editors under a consistent title & continues for more than one or two years as if it were serials even though it does not normally

in technical definition these are called Psecielo. Sometimes it is appeared in regular intervals. But sometimes it is missing. It is not a time consideration. Eq: Directions whose who type.

In some librarians for reasons primarily of continence in receiving & Keeping records handled these continuation as it they were socials rather than monographic steps.

Sources of series publications

When libraries win to occur serial the problem of making find that each is properly renewed and correct payment submitted can be solved only by staff.

Publishers

Must publishers accept subscription order for their serial and only few are available through agents.

Subscription

Depending on the publishers a library can reduce the prize of serial discounts may be achieved.

Standing orders

It is similar to that of subscription But in some cases placing or standing order far a monographic series means exactly the some as in periodical. In other words it implies that library wants all publication from party source.

Membership

In many ways obtaining publications by taking old membership in the body that issues a serially similar to packing a standing vendor.

Gifts exchange & Deposits

It is very effective than direct purchase. Deposits are much like gifts except that they may not be efficiently properly receiving library.

Subscription Agents

Many libraries depends upon the subscription agents. It a subscription agent is in effective free from impressiveness.

General purchase Agreement

In order to speed up communications a library may decide to deal only with agents that provide a fool for telephone number and agree to supply return acknowledgement at accrue is transmit by telephdne.

Contracts

Depending on the library relationship with a present body giving a contract to a subscription agent may require a procedure. Serials Record

Serials Record keeping procedure

1. Records of the subscription

It is for a new serial' because purchase of serial is long term budgetary commitment.

2. Record Receipt

It is meant for that there may be some items that do not technically the destination of the serial.
Check in system

Censure a serial in order of begins to arrive a record it continues receipt must be established. Some libraries point it is useful to 'at least the trend about the subscription status, decisions & source of receipt. Problem material

The check in record shows the patterns of supplements. But the checking staff is responsible for this problem. Payment record

It is meant to be the payment of serials

1. Direct payment
2. Payment to subscription agent

Other records

Fund record

Binding & replacement record.

Records for union test & co-operative plans 4: Serial standard

Several serial std are used in libraries. The serial industry system advisory committee to the (SISACI) book industry study group. (BISG) has been the primary basic std for the serial.

Standard

ISSN

ISBN (monograph)

Special mark format

4. Serials

Conclusion

Due to the above said features it is essential for good library service. That they move through the acquisition & process routine very quickly. Delays because in periodicals.

Lesson - 18

Technical Section Routines Classification

Introduction

After finishing the acquisition unit we are entering into the 2nd fraction of the unit which is known as technical section. The routines of this section is highly technical in nature. It involves two major activities called classification & Cataloging. This section is otherwise known as processing unit because the documents are processed this section. In this essay we will see the routines involved in the classification routine procedure.

Classification in the library

Classification is the common phenomena found to be interest in all human beings. To classify the themes we have to put them in several groups based on the similarity existing among them. But the case of library classification. We have arranged the documents in the most helped and permanent order. In order to Satisfy the readers requirements

According to S.R.R. library classification may be defined as "Translation of name of the document into artificial language and the individualization of several books dealing with same subject by means of a further set of ordinal number which represent some feature of the book other than their thought content."

Derivation of call number

The call no is a no: assigned for each & every them. It consists of three parts as given below.

Class no

Book no

Collection no

For derivation of call no: by adaptation of derivation of book number. We adopt the CC it does not give ready made class no;. The classified has to analyze the Subject of each documents into different facts. By synthesis the document we can assign an artificial no by document. But the case of DDC we have to show the schedule part with the terms provided in the document of check the no; because there is a possibility of readymade number. But it one scheme is adopted by the library the librarian need not change the scheme through the entire period. Because it will leads to a lot of combustion to the librarian. Presentation of call numbers in the cards

After assigning the call no: we have to enter the call no : in various page of the book especially in the information page, secret page of the last page of the document. The call number must be entered in the book card, book packed & the book slip which is pasted on the front page of the document. It will be helpful for making easier the circulation section routines. Just like that we have to present the call no; in the catalogue card, also, it you adopt cce or AACR2 page of the ie document.)k slip which ng easier the the catalogue In CCC reading section consist of the call no: It is written an the first vertical line., The call no: is written by leaving double space in between the class no and book no. It should be written only with pencil.

For example the book social pathology written by Bougon check now gets the following call no: Y:5J5

Here y:5 is the class no& J5 is the book no: Y:5 J5

Check now 0 Bayon) Social Pathology 2V5827

According to AACR II these is a separate section for the call no and you can present the call no in that section. Here the class no must be written first and the book no; be written below the class no you can't enter.

Routines of classification

1. Preliminary work
2. Call numbering work
3. Selection work
4. Checking work

1.Preliminary work

Making a preliminary survey of the volumes received from acquisition section which may be referred as preliminary work. In this these, two weekly jobs tallying and preliminary sorting. Tallying the volumes & the accession cards as soon as they arrival from the accession section may refused as tallying. Sorting the volumes by their main classes which may be refused as preliminary sorting.

2.Call numbering work

Related to classification consists of the following works. They are

- a) Assigning call no., to the volumes to present the artificial languages for volumes called normal volumes call numbering. Assigning call no: to such of the volumes in the different group are manageable without consulting the librarian which may be referred as differed volumes call numbering. Defused volumes call numbering.
- b) Discussing with librarian the volumes which are difficult to classify may be refused as classification consulting, d) Assigning call number to the difficult volumes may be referred as difficult volume call numbering.
- c)Nothing down the sources fro which data are taken for constricting class no: may be referred as new classes nothing.

3.Detection work

Detection work of the technical section consists of informing the section about tht detection made. It may be referred as detection notifying

4.Checking work

Checking work related to classification consists of **following** jobs.

- 1.Checking the call no
- 2.Assign each volume which may be refaced as call no
3. Checking the cross reference indicated for each volume which may j Refaced as cross reference checking..
- 4.Checking the new places of the classes that allows in classifying the volume which may be refaced as new placing checking,

Conclusi...

From the above said routines we can find out that the classifier need not maintain any register in the technical section. It is enough to assign a classification number correctly

Lesson 19**Catalogue Section Routines****Introduction**

Classification & Cataloguer's are considered as the two sides of the technical section. After classifying documents they must be entered into the cataloguer's section, For the preparation of catalogue circles and for book preparatory. In this essay we will see the activities oriented towards cataloguing.

Definition

The word catalogue is derived from the word catalogue Keta means 'according to' or 'by' logus means 'order'. It was defined by various authors in various aspects. But according to Dr. S.R.R. the library catalogue is the list of documents in a collection foaming a portion of it.

Various routines

Preliminary work The preliminary work consists of sorting the volumes. The classified documents can be sough or groped on the basis of cataloguing peculiartie, then it must be alone weekly.

Fresh card writing

Here for the sorted documents we have to prepare main as well as entry. The entries may be categorized as follows.

- a) Main card writing work !
- b) Cross reference writing work.
- c) Index card writing
- d) Back of main card writing
- e) Self register card writing

Card consolidation work

After writing the various entries the card consolidation work ce* sists of 2 stages.

- 1.Picking out of the for consolidation from the contagious certau
- 2.Making necessary entries in the consolidation of cards.

Refractory cages work**Consulting the librarian about the refractory cages.**

- 1.Noting down the sources from which data are taken.
- 2.Noting down the amendments to the catalogue cards that may arise out of the discussions.

Checking work

After finishing Refractory work. We have but check various cards. Checking work may be done in several parts.

1. Checking the fresh cards
2. Checking alteration
3. Made in consolidation
4. Checking the amendments to the catalogue codes.

Typing work

It involves the following factors.

1. Copying the fresh card catalogue fresh slip typing
2. Picking out from the certain the slips that require consolidation slip picking.
3. Carrying out necessary consolidation
4. Checking the slips freshly typed slips checkers

Conclusion

So in order to achieve or satisfy the various approaches of users each and every step must be done carefully. The documents which are processed can be send to the circulation section her charging & discharging.

Lesson 20

Maintenance section

Introduction

The main purpose it maintenance section is to fulfill the fourth law of library science. It to save the time at the order as well as the staff. The work of maintenance section relates with the organization or arrangement of the collection on the shelves for use by the readers and taking proper care of the library material against destruction. In other words the main work of the maintenance section is to render the technically processed library material.

Planning

It becomes necessary for a library to have different arrangement of collection for a library to have different purposes. They may be based on popularity restricted access abnormal size of the documents types it documents temporary needs.

Popularity based arrangement

In some cases we have to arrange the books on popularity basis. For eg: Literature as the most popular sub: which may be located at entrance verifying inversely with their popularity. Restricted access of document

Some books may be arranged in closed access & other books may be arranged in open access. For eg. Reference book may be arranged to closed access & other text book may be arranged in open access system.

Abnormal size at documents

Oversized & undersized books may be arranged on closed access system. Documents based arrangement

The documents are arranged based on readers preference. Temporary collection

Temporary collections are arranged based on classification & cataloguing techniques. List of Collections Permanent collection With open access

Counter collection, reference, main & secondary collection. Without open access
Language & special collection Temporary collection.

Recent additions. Books in binding section, topical collection. Factors in planning

Used volumes, new volumes, stock room, binding correction of call no, topical reference
self register cards.

Job Analysis Used volumes

1. Used volumes replacing works
2. Lost volumes work
3. Damaged volumes work.

New Volumes

1. New volumes tallying work.
2. New volumes shelving work.
3. New volumes releasing work.

Stock Room

1. Checking work
2. Rearranging work
3. Guiding work.

Corrections of call no

1. Correction of transmitting work.
2. Correcting work
3. Correction & inserting work

Binding work

1. Binding transmitting work.
2. Binding correction work
3. Binding list tallying work.
4. Binding reinserting work.

Topical collection

Topical collection work
Shelving collection work
Topical collection releasing work.
Reference study
Reference investigation
Reference section advising
Self studying
Procedure

These are so many procedures in various activities at maintenance section unit. Each
& every activity is procedure in order to separate them from one another.

Diaries

Two diaries are maintain in this section. They are as follows:

1. Daily Diary

1. Weekly Diary

Forms & Registers

Self register card Files

Sl.No Name Filling Character

1. Lost or damaged volumes Heading
2. Stock verification Correspondence
3. Topical sequence Correspondence

Conclusion

Thus the maintenance section activities is having so many procedures. But the main object of this section is to take care of the documents & top save the time of the reader.

Lesson 21

Circulation Section

Introduction

The books which are processed in technical section are send to *ih* circulation section for charging and discharging.

The circulation section has the complete charge to the mech&n : use of the book used by the readers and hence has a direct contact with the readers.

ALA glossary it library terms defines circulation as activity of a library in lend'np books to borrowers & keeping the records of the loans.'

Function

- a. Identify'the books charged out
- b. Identify the borrowers
- c. Get the materials returned
- d. Provide adequate statistical information
- e. Maintenance of records relating to loan of books.

Charging work

Charging work is done in the circulation counter. It is one of the methods or process of issuing books to readers in a library.

The following are the roudnes involved in charging work.

1. Stamping the due dater
Stamp the due date of return in the last vacant compartment of the due dale lated of the work.
2. Tallying the call number
While stamping the due date tally the call number in the due date label and in the book card.
3. Dulling out the book card
Pull out the book card from the book packed.
4. Getting at the members ticket
Get one of the members ticked of the member from him.

5. Coupling the book card with the members ticket Couple the book card with the members ticket,
6. Putting the coupled book card & member ticket in a packed.
7. Filling the charged pockets !

Fill the charged pockets in the sequence of the call number ima charged bay.

Discharging work

It is a process of receiving the books from the borrowers

1. Locking the due date guide

Taking the due date from the date label at the books, locate the due date guide in the charged tray.

2. Picking out the charged pocket

From behind the due date guide, prick out the charged pocket with the cell no; it the book.

3. Varsity call no

Verify the call no it the books with that in the charged pocket.

Inserting the book card inside the book pocket.

Examining plates, maps etc.

In the case it these being any special note on the due date libel about plates, maps etc in the books, rapidly examine their being in fact.

6. Verifying name

Incase at these being no damage etc verify the name in the member's ticket in the charged pocket just discharged with the name of the reader returning the book.

7. Handling over the members ticket to the member

Elements of charging & Discharging

1. Book card

In the book card members ticket method it circulation, each volume in the library has a small book card made at while thick card board.

The book card is generally 7x4x0.1cm It is prepared by the maintenance section it is put inside the book pocket. It gives

Call no: it the book

The name it its author

Its title

2. Member's ticket

Each members is given members tickets the ticket is made it write thick card board used with cloth in the back to prevent its being easily told able. It is generally 6x4x0.2cm. This is prepared by the circulation section.

3. Due date label

Every book has a date label pasted on the very first page.

The circulation counter also provides the following assistance at the entrance point of the counter.

- a. Locker for each student
- b. Member bringing private properly

4. Over due charge

On a book not being returned on the due date an over due charge will be believed till its return.

Reservation precedence (Bespeaking card)

It is other wise called as reservation at book. We can reserve the book in advance which its often weed by the in-mediate need. It satisfied the readers of the library.

Structure it Be speaking card Name of the library :

Call Number:

Book will not be issued unless this card is produced.

Write your address on the other side & affix the necessary r >stage term.

This can be used for registering one volume only.

Lost ticket at a member

Incase a member losses this ticket ie, member ticket be has to

1. Report it loss at ticket

He/She has to write an application to the librarian standing the loss, stating the no, it the ticket lost.

2. Period of time for search

Three months time will be allowed to face out his lost ticket

3. Identity board

For every member's ticket reported lost but not traced out, the member should give an identify board in the prescribed form & pay a see at one rupee to the librarian.

1. Issue of duplicate ticket

2. The circulation section will keep a black list if the members ticket reported lost.

Conclusion

There should be active co-operation between the members it the circulation shelf and other units at the library system. The circulation staff represents the library to the users from whom it receives complaints & suggestions.

They will regularly assist the reference, acquisition & catalogue departments. They also assist acquisition department by sending along promptly the titles it new books recommended bythe borrowers.

Lesson 22

Circulation charging systems

According to ALA glossary at library terms circulation is the activity at a library in lending books to borrowers & keeping the records at the library. The 1st law at library science 'Books are for use' proper use at books is on timely depending upon the circulation work. Good system & qualified staff for the pre requisite elements at circulation work.

The function of the circulation section are,

- i. Vigilance it entrance & exit
- ii. Membership
- iii. Charging register, card, Browne, Newark, SSR.
- iv. Discharging
- v. Collection at over dues
- vi. Canceling reminders
- vii. Maintenance at records/ statistics
- viii. Property counter

The library prompts the use of the collection system by the user/readers. The circulation system consists of two works known as charging & discharging of documents. Issuing book is called as charging system. Charging should be so designed to capture and manipulate three kinds at information.

1. Information about the borrower (name, address, telephone no; identification no, borrower category),

2. Information about the document (call no, classic & author, title & date it publication)
Information about the translation (due date it loan in same cases the time or period or loan)

3. Charging system had evolved overtime from the simple register systems through card systems through the modern automated circulation system.

Meaning at charging system

The process involved in this system are charging & discharging the process at issuing books to the readers is called charging & receiving the book from the reader as discharging. Types it charging system

1. Bay book system
2. Ledger book system
3. Card book system
4. Dummy book system
5. Temporary slip system

Day book system

This system was followed the initiated stages. This system was just like, a shop keeper records in which the sky to day transactions was maintained. Ledger system

In this system separate pages were allotted to each readers & the page will contain the serial/ number date it issue, author, title date it return & librarians initial. One can costly bind out a document which is charged in the name it the readers Dummy system

Wooden dummies with a size at an average book were used under this system.

When a book was lent a dummy would be placed on the shelf which will represent the book issued loan. The dummies were covered with a paper with bibliographical details & the borrowers membership number. This system did not provide information about new books were issued to a particular reader & when the books were due etc.

Temporary slip system

In this system separate slips were used & address of the reader & due date etc. The slips then were either arranged alphabetically by the name of the reader or according to cell number.

Card system

The temporary slip system was replaced by permanent card system one book was issued for one card, letters two card system were introduced one for the book & other for the reader.

Type of card system

1. Browsing charging system
2. Newark system
3. Dr. S.K. Ranganathan method.

Newark system

This is an important system used for the purpose of charging & discharging. It was introduced in 1900 in the public library at Newark in U.S.A. When John Cotton Denawar the librarian of the library. The college libraries in India usually follow this system.

The materials required for this system

1. Date slip
2. Book card
3. Book pocket
4. Borrowers identify card
5. Membership forms
6. Borrowers register
7. Filing trays
8. Security register
9. Printed cards etc.

1. Date slip

This is a paper slip '5x5' size is pasted on the fly leaf. Cell no. All no. Name of library
This book was issued/ is due on the date last stamped.

2. Book pocket¹

The size of the pocket is '5x3' made up of thick paper & is pasted on the inner back side at front and back cover of the book.

Name of the lib

Rules

- 1.
- 2.
- 3.
- 4.

3. Book card

This card is made up off thick mantilla as paper with the size of '4x2'

Name of the lib

Cell no :

Author : All no

Title :

4. Borrowers identify card

The members are provided with a membership sum identify card so that non member can't take book from the library.

5. Charging & Discharging

The counter assistant will be the book card from the book packet stamp the due date on the borrower card and book, the book & the member card will be handled over the reader & the book card will be filled behind the due date guide card in the charged tray. When the book is returned the borrower should give the membership card also. After the book card is traced out the return date will be stamped on the book card, date table & membership card.

Advantages

1. Number it book issued tp a particular can be ascertained.
2. Reservation is very easy.
3. Any one it the card is missing then the information can be got from card.
4. The subject interest of the reader can be found out.

Disadvantages

1. Lot of maintain is are to be used when compared to Browne system.
2. Time consuming procedure because entries are to be made in three places

conclusion.

Browny charging system

Introduction

It is quire evident from the development it the libraries that the library services under went a number of charges. The invention of the printing press, the concept of socialization of knowledge all laid the foundation her the establishment of more libraries. This is in turn attracted more leaders & necessitated the invention of new lending system. The process involved in this system are charging & discharging. The process of issuing bbooks to the readers is called as charging & receiving. The books from the readers is called as discharging. Lending systems :- Day book system

This system was followed in the intial stages. This system ways just like a shopkeepers record in which the day to day transactions were maintained.

Ledger system

In this system separate pages were allotted to each borrower & th page will contain serial number. Date of issue, author, tide date of rerun & librarian's initial. One can easily find out a document which is chargec in the name at a search.

Dummy system

Wooden dummies with the size of an average book used when issued under this system. When a book was lent, a dummy would be placed on the shelf which will represent the book's issued on loan. The dummy were covered with a paper with bibliographical details & the borrowers membership number. This system did not provide information about his many books were issued to particular reader & when the books were due etc.

Temporary slip system:

In this system separate slips were used of the slip contain the bibliographic information name, address at the reader, due date etc, the slips then were either arranged alphabetically¹ by the name of the reader on according to call number. Since the slips were made up at paper they do not with stand for a long period.

Card System:

The temporary slip system was replaced by permanent card system considering the subjective time of the readers the subjective time of the readers the subjective time of the readers the librarians tried to find out a new suitable system. Miss Nina Browse, formerly librarian of the library bureaus in Boston invested a new charging system popularly known the materials required for the system are,

1. Due slip
2. Book Pocket ,
3. Book Card

The size at the above card is "3x2" the seal of the library is either persisted at the back of the ticket.

Charging & Discharging,

The counter assistant, after checking the book card with the details of the book card in the reader's ticket. A date stamp will be affixed on the date ticket of the book before it is handed over to the reader. The book card thus inserted in the reader's ticket is then held in the charged they behind the due date by call no :

Book Card :

Call No.	Title	Book Card Size "3x2"
Acc: No		Rules
Mem: No.		
Name :		Mem : No :
Address :		Name :
Liberians		Liberians:
Signature:		Signature:

When the books, is returned by the reader, the counter assistant will out his ticket of be will remove the books card from his ticket. Then the book pocket of the book of the reader's ticket will be returned to the reader.

Advantages:

1. In the simple system save the time of the both the reader of staff.

1. Full record of the borrower is available.
2. Overdue can easily be calculated.
3. Equipment needed for this system is very simple.
4. Very easy to prepare daily statistics.
5. Reservations are very easy.
6. The method is quicker than reward system since only one date stamp is to be put of times is not wasted.

Disadvantages:

1. It is not easy to gird out a person with whom a particular book is charged of when it is due.
2. It requires not of space to keep the cards.
3. No permanent issue oxford is mainlined of there it. always a danger of loss of cards.
4. Searching will be very difficult it the issue cards are not tiled properly.
5. It the book card is wrongly inserted in author's ticket, it will lead to contusion of waste if line.
6. The charging frogs remain fell of become unmanageable.
7. Since there is no signature in the ticket, the ticket can be missed by others.

Lesson 23

Preservation of Documents

Introduction:

Among the three main function of librarian namely collection storage of dissemination of documents. Storage part is very important. Because one of the prime most objects of a Library is to preserve the weeding material in libraries. It is possible only through providing a healthy atmosphere for the documents and saving them from the attacks of the main enemies of books by adopting suitable devices technique of health care measures.

Factors of Damage of Books :

1. Insect, set, mice, moths, cock roaches.
2. Mature - Light dissects sunrays, moisture of temperature.
3. Human beings.

Causes of deterioration of books of other seeding materials:

The protection of library materials depends on constant vigilance and careful application of preservation process. The protective messiness may be divided into the categories.

- a) Preventive measures
- b) Creative methods

Preventive measures:

Selection of Buildings:

These measures should be taken from the trine planning the library building. While selecting the site for the library building the soil on which the building would be exacted must be tested. The possibility to be affected by the whiteness. Hence soil has to be tested before the

construction consult with engineer these planning of building. While construction the building best material should be used.

Planning:

The plan of the building should be prepared in such a way that direct sunrays of natural light may not entered the buildings. Direct light of heat deteriorate the condition of books. Proper verification of indirect natural light by providing glass and belongs in the building. Because darkness also attracts insects.

Stock room:

The ground floor of the building may not be used as the stock rooms. Usually the ground floor is darkness of air these are harmful to library materials. Library materials may be stored on high floors, windows may be placed as a higher level to allow indirect light of fresh air in the building.

Selection of Furniture of equipments :

Furniture may be made of steel or wood. From the point of preservation steel furniture is better than wooden furniture. It is true that in this respect wood is better than steel, because books may be affected by temperature. Wood is not affected by temperature but the insects may live comfortably with in the wooden furniture and can easily destroy the library materials. Considering all these aspects steel furniture is better than wooden.

Enemies of Books:

The library building should not be constructed at the midst of the industrial area, for the very reason that the polluted air, smoke, and workers well affected the library materials. The human beings are also the greatest enemies of the books. Every body known that the books are benefit of users, even than people misbrand the books which cause serious damages. Mishandling can be done in many ways. Some of the ways are explained here,

1. while taking out a book from the self:

Books are fixed on the shelf in an appropriate position. The tendency of people just to catch the book from the top and put it when the books are heavy and tight from the each shelf. Normally the spine from the top is surely damaged. Books should be caught from both sides with the help of fingers of pulled out.

2. while turning the pages :

Using the book roughly. If we turn the pages from the bottom and push them back to elevate them for turning. This books the pages from the lower part. In fact the pages should be touched from top & should be gently allowed to be turned. This saves the life of the pages and the book.

3. Cutting of pages:

It has been observed that the pages of valuable books have been cut out. It is due to immoral behavior of readers.

c) While shelves at a book: Attender should be guided as to how to shelf the books. Mishandling in picking up a book or throwing a book on the shelf causes damage. One should be very useful in handling a book.

d) Oversize Book: Such book on the shelves are kept slightly tilted this damages the book. In this case either the get at the shelf should be exposed a the book should be kept horizontally.

Precautions:

The know of library science should be satisfied by using the stock. It not the librarians should take case to get books dusted. They should be kept clean and pollution free atmosphere with prescribed relative humidity. At least once in a month the books those papers is noon should be mocked up. Cleaned and then should be kept on proper place. Fresh air gives better result.

Creative methods:

The curative methods to the affected books are to treat the books with insecticide of chemicals. Books, Periodicals, manuscripts unprinted library materials, non-book materials must be preserved very carefully. These insects can be removed or killed by the following two ways.

1. By taking preservative measures.
2. This can be alone by frequent inspection. Cleaning and keeping balls, black paper in equal proportion died powdered and kept in small cloth bags and put on the book shelves. This powder is to be changed at an interval of about 2-3 months.
3. chemicals:
 - a. carbon di oxide
 - b. Formalditride
 - c. Three parts of ethriline-midorise and one part of carbon detredoxide.

Preservation of Non-Book Materials:

Micro Films like book need to be given muper case and attention dust beat and humidity are harmed to film as well as to paper. Dust and dist in compact with the film an very easily such if. Idle and the most up to date measure is that air-conditioner micro films like hooks too.

Preservation and cleaning of manuscripts:

The manuscripts are not preserved in air conditioned form must o* them are put on closed unclosed wooden almare. Some of this can be put in the open shelves bundled in cloth with number on it the process of cleaning and preservation of manuscripts work is as follows.

The manuscript is cleaned with a miton house. Then a piece of clean and soft cloth is used for rehuring the dust. Finally the pure learn gross with a stelt printing brush is applied.

Conclusion:

So the documents in the library should be preserved in a proper way then only the documents can be used and the laws of library science cab also fulfilled. As seen in the above said characters we can preserved the documents and can get the brain full result of the library serving.

Lesson 24
Library Statistics

Introduction:

The science of a library to a great extent depends upon its efficient and affective activities. It is essential to kind out the readers for its inefficiencies and failures. We fill kind out the above by preparing statistical data.

Definition: "

Statistical is a branch of mathematical science. Which deals with the collection, analysis interpretation & presentation of a mass of numerical data.

The term 'Librametry' was coined by Ranganathan in 1948 to denote the application of statistics method to library operation. Purpose of Functions:

The basic purpose of statistics is to reduce the mass of informatics to a comparable from and ensure objectivity.

- a) To assist the progress or regress at the library.
- b) To end in the control at current services of their evolution.

Sources of library statistic:

1. Statistics like annual report is one of the most important tools in the hands of the librarian.
2. To closely follow the operation of his institution and each of the department.
3. To access the efficiency of the personal and quality of managerial activity.'
4. To use as supporting documents to impress upon the
5. To use as a basis for compression with std of performance by other libraries of the sane class.
6. To plan new service on for improving the existing services.

Kinds of statistics:

There kinds of statistics :

1. Statistics of library resources.
2. Statistics of technical services.
3. Statistics of users services.

Statistics of Library resources:

These cover three aspects namely, collection, finance & library personal the collection relates to reaching material in diff. Physical turn.

Statistics of library collection:

General

Holdings 1987 1988 1989 1990 Annual Growths

Books periodicals

Volumes

Maps

Atlas

Detents

Pamphlets papers

Stackers

Microform

Other
Breakdown

Total

Subject

Total Holdings 000 100 200 300 400 500 600 Percentage

Break down according to physical forms :

Total Holdings Book periodicals Maps asks parent pamphlets reports

Periodicals currently received from one of the important collection of the library.

Statistics pertaining to the no : at periodicals, number added during the period of
the no

: with drawn will be immense value.

Statistics of current periodicals:

Year No. of periodicals

No. of periodicals added number of periodicals withdrawn

Indian / Foreign Indian / Foreign

Indian / Foreign

1991

1992

Percentage of budgetary allocation on the budget of the parent body on the organization. As a whole can be shown as follows : Statistics of Budgetary Allocation :

Year Budgetary of the parent body organization Budgetary of the present library

1989/90

1990/91

1991/92

Budgetary allocation and expenditure percentage may be show as follows. Budgetary allocation and expenditure for the year. Head / A/c Allocation Expenditure Percentage

Statistics Books Periodical Microform Binding

Misalliances

Statistics of library personal may include categories of personal sides if pay, no of posts vacant, expenditure of saving. Statistics of library personal. Categories Scale of pay no : if pay posts vacant Expenditure saving Chief deputy librarian reference technical ass. With as.

Statistics of remedial services:

Details of technical processing, like classification & cataloguing are the items induced in this category. Statistics of classification & cataloguing Name of person Designation Month Total Remark

Daily statistics of classification: Date

Document received

No. of classified titles copies

Balance or hand titles copies

Total

Daily statistics of catalogues

Document received

No. of classified titles copies

Balance or hand titles copies

Total

Daily statistics of catalogues

Date

Classified Documents received No. of catalogue title copies library follows.

Balance on hand title copies. Daily Statistics if processed documents:

Date	No. of Document: processed	Subject list						
			000	100	200	300	400	... 900

Statistics of visitors:

Date	roaches	research	student	UG + PG	others	total
------	---------	----------	---------	---------	--------	-------

Statistics of document consulted: Date No. of documents consulted Total Statistics of

Documents issued for home reading:

900

Date	No of Document issued	Total
------	-----------------------	-------

	000	100	200	300	400	500	600
--	-----	-----	-----	-----	-----	-----	-----

Total

Charge Amount rented No. if details

Statistics of overdue charged Date Overdue Amount due Rs. Collected Statistics of reference

questions:

Questions answer

Ready Reference & Long range reference. Date No. if reference que : ns Questions answered

RR	LR	RR	LR	RR	LR
----	----	----	----	----	----

Total

Limitation:

Statistics have to be used with much as it is likely to produce undesirable results it used out of content. It is not to be depended upon completely to evaluation of comparison statistics deal with quality only no qualitative can be obliged.

(For the candidates admitted in July 1999)

LIBRARY MANAGEMENT

B.L.I.S. DEGREE EXAMINATION, MAY/JUNE 2010.

Time : Three hours

Maximum : 75 Marks

Answer any FIVE questions.

All questions carry equal marks.

1. Discuss briefly the scientific principles of management.
2. Define budget. Discuss the various types of budget.
3. Describe the recruitment and selection procedure for library personnel.
4. Discuss the tools and methods of book selection in academic library.
5. Discuss POSDCORB and its relevance to library management.
6. Explain the usefulness of statistics in the management of libraries.
7. Explain the problems of periodical acquisition in detail.
8. Enumerate the various records to be maintained by the libraries.
9. Write short notes on any THREE of the following:
 - a) Stock verification
 - b) Library furniture
 - c) Ranganathan's staff formula
 - d) Browne charging system
 - e) OPAC.

Library Management

Syllabus

1. General principles of management – POSDCORB, Planning, Scientific Principles of Management.
2. Routines in various sections – Acquisition, Serials, Reference, Technical, Maintenance, Circulation.
3. Personnel Management - Human relations, Staffing, Duties and responsibilities – Job Analysis.
4. Financing and budgeting types - Budgeting methods.
5. Closed and Open Access System.
6. Stock Verification and Shelf Rectification.
7. Various Library Records – Library Statistics – Annual Report.
8. Preservation of Documents