DLIS-02

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Patgaon, Rani Gate, Guwahati - 781017

COURSE - 02

LIBRARY MANAGEMENT

Diploma in Library and Information Science

Library and Information Science

Contents

Unit 1	**:**	**Sections of the Library (1)**
Unit 2	**:**	**Sections of the Library (2)**
Unit 3	**:**	**Library Building and Furniture**
Unit 4	**:**	**Library Staff**
Unit 5	**:**	**Maintenance Service**
Unit 6	**:**	**Preservation and Conservation of Library Materials**

Subject Experts

Prof. Alaka Buragohain, Honorary Director, Media Archives -cum- National Reference Library on the North East, Media Trust, Assam, "Bodofa" U. N. Brahma Road, Rupnagar, Guwahati-781032, Assam.

Prof. Narendra Lahkar, DLISc, Gauhati University, Guwahati, Assam.

Course Co-ordinator

Sri Badan Barman, Academic Consultant, KKHSOU

SLM Preparation Team

Units	Contributors	Content Editors	Language Editors
1	Sri Badan Barman	Dr. Sanjay Kumar Singh	Prof. Robin Goswami,
2	Sri Badan Barman	Prof. Narendra Lahkar	Senior Academic Consultant,
3	Sri Badan Barman	Dr. Sanjay Kumar Singh	KKHSOU.
4	Sri Badan Barman	Dr. Sanjay Kumar Singh	**Structure, Format**
5	Sri Badan Barman	Prof. Alaka Buragohain	**& Graphics**
6	Sri Badan Barman	Dr. Sanjay Kumar Singh	Mrinal Jyoti Goswami
			Academic Consultant, KKHSOU

June, 2011

Reprint : June, 2014 / Nov, 15 / Oct, 16 / Sep, 19

© Krishna Kanta Handiqui State Open University

No part of this publication which is material protected by this copyright notice may be produced or transmitted or utilized or stored in any form or by any means now known or hereinafter invented, electronic, digital or mechanical, including photocopying, scanning, recording or by any information storage or retrieval system, without prior written permission from the KKHSOU.

Printed and published by Registrar on behalf of the Krishna Kanta Handiqui State Open University.

The university acknowledges with thanks the financial support provided by the **Distance Education Bureau**, New Delhi, for the preparation of this study material.

Headquarter-Patgaon, Rani Gate, Guwahati-781017

City Centre-Housefed Complex, Dispur, Guwahati-781 006; Web: www.kkhsou.in

Library Management

DETAILED SYLLABUS

		Marks	Page no
Unit 1 :	**Sections of the Library (1)**	**15**	**5-27**
	The administrative section, budgeting and finance section, Book selection section.		
Unit 2 :	**Sections of the Library (2)**	**15**	**28-59**
	Accessioning, classification and cataloguing, and processing. Serial control. Circulation.		
Unit 3 :	**Library Building and Furniture**	**15**	**60-76**
	Planning, basic principles of library building design, standards. Library furniture and fittings.		
Unit 4 :	**Library Staff**	**15**	**77-98**
	Library and Information Profession. Staffing Pattern of the library (School, College, University, Public, Special). Roles of librarians at different types of libraries. Academic status of librarians. Library governance and authority. Library Rules and its components.		
Unit 5 :	**Maintenance Service**	**20**	**99-115**
	Guides, shelf list. Document maintenance in and around the shelves. Binding.Stock verification and its procedures. Evaluation and Weeding.		
Unit 6 :	**Preservation and Conservation of Library Materials**	**20**	**116-135**
	Definition, need, strategies, ethics. Print and digital material preservation and conservation techniques.		

COURSE INTRODUCTION

This Diploma Programme in Library and Information Science has been developed keeping in view of the requirements of lower category of professionals in the library. It will meet the need of the Library Attendant, Library Clerk, and Library Assistant in the college, university, public and special libraries. It will also help the library-in-charges of school, NGO, Community Information Centre and rural libraries. Besides, this preliminary programme will also help you to go and prepare for higher studies in Library and Information Science.

The library is an essential component of any educational system. This programme will introduce you to this integral and essential part of the educational system, the library resources and services. It will also help you to explore the different sources of information, different library tools and so on.

The Diploma in Library and Information Science shall consist of six courses and are of one year duration. The one year duration of the programme will help you to get insight into all the major areas of library operation.

This is the second course of the Diploma in Library and Information Science (DLIS). This course includes six self-learning units.

While going through the units, you will notice some along-side boxes, which have been included to help you know some of the difficult, unseen terms. Some “Activity” has also been included to help you apply your own thoughts. Again, we have included some relevant concepts in “Let Us Know” along with the text. Some questions are there in the “Check Your Progress”. These have been designed to self-check your progress of study. It will be better if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with “Answers to Check Your Progress” given at the end of each unit. Solving the “Probable Questions” will help you to prepare for the term-end exam. The books that are listed under the “Further Readings” have been consulted in the preparation of the concerned unit. Though it is not mandatory but at times you can go through them to further your knowledge about the topic. At last, if you have any point of clarification or suggestion, please feel free to write to us by post or email.