

Name of the Course	Management of Libraries and Information Centers
Course Code	MAN-205
Credit Hours	3
Objectives	<ol style="list-style-type: none"> 1. To develop basic understanding of managerial concepts and its application in library & information centers. 2. To know the theories and principles of administration for effective management of public, academic, and special libraries. 3. To aware about the key management concepts, processes, aspects and the role of information professional in organizations.
Contents	<p>Unit-I Basic theories and principles of management 1.1 Theories and principles of administration</p> <p>Unit-II Pillars of management paradigm 2.1 Planning 2.2 Organizing 2.3 Controlling 2.4 Staffing</p> <p>Unit-III Management of libraries 3.1 Effective management of public libraries 3.2 Managing academic, special libraries and information centers</p> <p>Unit-IV Administering technical services in libraries 4.1 Administrative aspects of public and technical services 4.2 Facilities, planning, evaluation, public relations</p> <p>Unit-V Motivational factors among LIS professionals 5.1 Motivation of information professionals 5.2 Management of change in libraries and information centers</p>
Teaching & Learning Strategies	A combination of lecture, class participation, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions.
Assignments	Written assignment (10 marks), presentation (5 marks) and quiz (10 marks)
Recommended Reading Material	<p>Bryson, J. (2017). <i>Effective library and information centre management</i>. Routledge.</p> <p>Dinesh, K. S., & Nikam, K. (2007). Strategies for effective library and information centre management. <i>SRELS Journal of Information Management</i>, 44(3), 237-248.</p> <p>Stueart, R. D., & Moran, B. (1999). Library and information centre management. <i>Library Management</i>, 20(8), 447-455.</p> <p>Walls, J., & Turban, E. F. R. A. I. M. (1991). Information centre management control measures: A survey and comparison. <i>IEEE transactions on engineering management</i>, 38(4), 336-343.</p> <p>Warraich, N. F., Ameen, K., & Malik, A. (2019). Recruitment and retention of information professionals: library leaders' perspectives in Pakistan. <i>Global Knowledge, Memory and Communication</i>, 68(8/9).</p> <p>Warraich N. F. & Ameen, K., (2017). Managing the personnel in university libraries: A developing country perspective. <i>International Information & Library Review</i>, 49(2), 139-144.</p>

Assessment and Examinations:

Sr.#	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)