

BLIE-226: MANAGEMENT OF LIBRARY AND INFORMATION CENTRE
ASSIGNMENT

Coverage:

Course Code: BLIE-226

Course: Management of Library and Information Centre

Blocks: 1 to 4

Assignment Code: AST/TMA/Jul.22-Jan.23

Units: 1 to 15

Total Marks: 70

Note: Answer all questions

I) Answer the following questions in not more than 500 words each.

1. Explain the general principles of management as proposed by different thinkers. (10)
2. Identify different methods of procurement of documents in a library. Explain in detail the method of acquisition through monetary payment. (10)
3. Mention different section of a university library. Explain in detail various functions of a circulation section. (10)
4. Explain the meaning of non-book material. Describe the tools for their selection in a library. (10)

II) Answer the following questions in not more than 250 words each.

1. Describe the changing role of library professionals. Mention the types of skills required by LIS professional in the changing scenario. (5)
2. Explain the process of implementing change in libraries.
3. Describe the reasons and importance of keeping financial records in a library. (5)
4. Explain how ZBB is different from PPBS . (5)
5. Discuss the need and objectives of binding and preservation of materials in libraries. (5)
6. Describe the disaster preventive measures to be kept in mind while designing a library building. (5)

ASSIGNMENT SOLUTIONS GUIDE (2022-23)

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Disclaimer/Special Note: These are just the sample of the Answers/Solutions to some of the Questions given in the Assignments. These Sample Answers/Solutions are prepared by Private Teacher/Tutors/Authors for the help and guidance of the student to get an idea of how he/she can answer the Questions given the Assignments. We do not claim 100% accuracy of these sample answers as these are based on the knowledge and capability of Private Teacher/Tutor. Sample answers may be seen as the Guide/Help for the reference to prepare the answers of the Questions given in the assignment. As these solutions and answers are prepared by the private teacher/tutor so the chances of error or mistake cannot be denied. Any Omission or Error is highly regretted though every care has been taken while preparing these Sample Answers/Solutions. Please consult your own Teacher/Tutor before you prepare a Particular Answer and for up-to-date and exact information, data and solution. Student should must read and refer the official study material provided by the university.

(I) Answer the following questions in not more than 500 words each.

Q1. Explain the general principles of management as proposed by different thinkers.

Ans. Thinkers, experts and writers on scientific management have evolved useful principles to have practical guidance for management operations. In this section some basic principles provided by F.W Taylor, Henri Fayol and Charles Barnard, respectively representing scientific management school, operational management theory and systems theory, are presented.

Taylor's Principles: The fundamental principles that Taylor saw underlying the scientific approach to management may be summarized as follows:

- Replacing rules of thumb with science (organized knowledge);
- Obtaining harmony in group action, rather than discord;
- Achieving cooperation of human beings, rather than chaotic individualism;
- Working for maximum output, rather than restricted output; and
- Developing all workers to the fullest extent possible for their own and their company's highest prosperity.

Fayol's Principles

Division of work: Specialization allows workers and managers to acquire an ability, sureness, and accuracy which will increase output

- **Authority:** The right to give orders and the power to exact obedience are the essence of authority.
- **Discipline:** Discipline is composed of obedience, application, energy, behaviour and outward marks of respect between employers and employees. It is essential to any business.
- **Unity of command:** For any action whatsoever, an employee should receive orders from one superior only.
- **Unity of direction:** One head and one plan should lead a group of activities It wing the same objective. One head, one plan.
- **Subordination of individual interest to general interest:** The interest of one person or group in a business should not prevail over that of the organization.
- **Remuneration of personnel:** The price of services rendered should be fair and should be satisfactory to both employees and employer.
- **Centralization:** Everything that serves to reduce the importance of an individual subordinate's role is centralization.
- **Scalar chain:** The chain formed by managers from the highest to the lowest is called a scalar chain or chain of command.

- Order: This principle is the simple advocacy of a place for everyone, and everyone in his or her place; a place for everything, and everything in its place.
- Equity: Kindliness and justice should be practised by persons in authority to extract the best that their subordinates have to give.

Barnard's Principles: Along with scientific management and the manager's tasks, many scholars and practitioners were thinking about experimenting with, and writing on, industrial psychology and on social theory both of which, in many instances, were stimulated by the scientific management movement.

- Physical and biological limitations of individuals lead them to cooperate, to work in groups; while the basic limitations are physical and biological, once people cooperate, psychological and social limitations of individuals also play a part in inducing cooperation.
- The act of cooperation leads to the establishment of a cooperative system in which physical, biological, personal, and social factors or elements are present.
- Any cooperative system may be divided into two parts: "organization" which includes only the interactions of people in the system, and other elements.
- Organizations can in turn be divided into two kinds: the "formal" organisation which is that set of consciously coordinated social interactions that have a deliberate and joint purpose, and the "informal" organization which refers to those social interactions without a common or consciously coordinated joint purpose.

Q2. Identify different methods of procurement of documents in a library. Explain in detail the method of acquisition through monetary payment.

Ans. Libraries procure documents through various means. We may group these means into two broad categories: a) Acquisition through payment, and b) Acquisition without making payment. Acquisition through payment can be further grouped under monetary payment and payment made in kind.

(1) Acquisition through Monetary Payment

- Standing vendor method,
- Books on approval method,
- Regular order to publisher/agent/open purchase,
- Standing order method,
- Blanket order method,
- Tender system, Quotation method and Dealer Library Plan.

(2) Acquisition through Payment in Kind

- Acquisition under Institutional Membership.
- Acquisition under Exchange Arrangement.

(3) Acquisition through Gift, Donation and Deposit

(4) Free Access Electronic Sources

Acquisition through Monetary Payment

- i) **Standing vendor:** Under the method the library selects one or two firms for a given period to supply all its requirements. The selection is done after inviting quotations through a tender containing the terms and conditions for supply. The firm offering the most favourable terms is approved for the specified period.
- ii) **Books on Approval:** Under approval method local firms are encouraged to bring books to library from new consignments on a fixed day in the month or week and leave them with the library/selection authority on approval. It gives library opportunity to invite persons authorised for selection for close look in the books and identify those appropriate for their subjects.
- iii) **Direct order to Publisher:** Acquisition through direct order to publishers is the most important method for building up collection. The library prepares its list of requirement from publishers catalogues and after approval of the appropriate authority places order

direct to publishers. Books are received more promptly especially foreign books which, may reach with much delay if ordered through an agent.

iv) **Standing Order:** Standing order method is used to acquire publications under the following categories:

- Books published under a series with regular interval,
- Multivolume books where each volume is published with time lag,
- Books published in parts till such time all the parts are complete

Q3. Mention different section of a university library. Explain in detail various functions of a circulation section.

Ans. A library is more important in a University, because a library can do without a University where as a University cannot function without a library. The number of universities in India has gone up from a mere twenty in 1947, to more than two hundred in the nineties. This number includes conventional universities, professional universities and deemed universities. The growth is signified by the total number of students' enrollments, creation of a number of new departments, a number of mission oriented projects of research and by many other social and intellectual factors. Institutions like the Indian Institutes of Technology, (IITs), the Indian Institutes of Management, Agricultural Universities have also innovated a number of new educational practices.

CIRCULATION SECTION

Core Functions:

- 1) Users' registration
- 2) Charging /Discharging
 - Reminder and hold up
 - Reservation and Recall
 - Renewal
 - Overdue charge
- 3) Record keeping/Statistics

Non Core Functions:

- Wicket gate supervision
- Property/Belonging counters supervision
- Stack maintenance (Shelving, dusting, moving of books)

Users/Members Registration: The first step in organising circulation work in a library is to define its clientele. The clientele in the case of a public library is the general public residing in defined geographical area. In the case of an academic library, it the students and faculty members, including the authorities of the institution, who constitute the clientele. The clientele are to be registered with the library to establish their identity for extending library facility. The identification is necessary for the accomplishment of the controlling processes like holds, recall, overdue charge, etc. Registration is the initial contact point with the potential users of the library. It helps the library to understand the type and level of service that the potential members are going to expect from the library. It also offers library opportunity to explain its members their rights and privileges as well as their responsibility towards preservation of the resources.

Charging and Discharging: Charging/Discharging function is the main component of the circulation working a library. It refers to the issue and return of books for reading outside the library for a specified period. The charging methods have evolved over a period of time. The service is available to those who have registered themselves with the library as its member. It began with the simple Day book method in which all the books issued in a day were entered in a register in the order in which they were issued. As the books carried no information of date on which they were issued problem of locating the record for cancellation made the library adopt register system in which a page was assigned to each member. This system created problem of locating a particular book out on loan, as the record of issue was by name of the borrowers only. To get over the situation a slip was made for each book issued. These slips were arranged by author of the book and kept at the counter. The

present book card is a replacement of the slips. The book card has information about author, title, call number and accession number.

Q4. Explain the meaning of non-book material. Describe the tools for their selection in a library.

Ans. Non-book Means those media, which were all paper-based, but issued in formats other than of a conventional book, such as, periodicals, reports, pamphlets, newspapers, newspaper clippings, maps, atlases and so on. That distinction between book and non-book is no longer in vogue because of the invasion of an umpteen number of products printed or recorded in some way or other on materials other than paper, and these non-paper products in today's context are classified as 'nonbook'. This currently used generic term 'non-book' includes two broad categories: print and nonprint. The non-print media, as distinct from print-media, are those on which printed words or visuals are not directly represented, such as magnetic tapes, digital recordings etc., as against media like films. film-strips, photographs, slides etc. which bear the direct impressions of words or visuals

Periodicals and Serials: Primary periodicals constitute one of the most indispensable categories of publications in academic research and special libraries. A substantial part of the collection in these libraries are periodical literature. More than 50% of the funds are spent in the acquisition of current titles of periodicals.

Government Publications: Government publications come from all branches, divisions and levels of government. They embrace the entire universe of information, as there are very few subjects outside the scope of government activities. They provide reasonably priced current information on a variety of subjects: history, geography, law and order, legislation and parliament, demography, weather, flood, famine, industry, business, banking, finance, health, nutrition, food, agriculture, women, minorities, sports and games, science and technology, communication and ' transport, standards and specifications: in fact, on all imaginable subjects

Reference Books: All types of libraries stock a good selection of reference books without which information and reference services in libraries would be impossible. Reference books include bibliographical tools also, some of which serve the purpose of book selection as well.

Patents: Patents are an important source of information. Various primary and secondary journals publish information regarding current patents in specific subject fields. Official gazetteers of patent offices of various countries are valuable sources of patent information

Standards and Specifications

Standards and specifications are documents which state how materials and products should be manufactured, defined, measured or tested. They are documents which lay down sets of conditions which should be fulfilled

Translations

There is a growing need for translation of articles and books from foreign languages into English in the field & fundamental and applied research. Therefore, various commercial and non-governmental organisations undertake translation work.

Dissertations and Theses

A lot of valuable information is contained in doctoral theses and other dissertations and is largely untapped since much of it is not published.

(II) Answer the following questions in not more than 250 words each

Q1. Describe the changing role of library professionals. Mention the types of skills required by LIS professional in the changing scenario.

Ans. At one time libraries were just regarded as storehouse of books whereas LIS professionals were merely as custodian of these books. With the advent of technology the scenario of libraries has changed. The rapid change in technology has become the major cause of revolution in the field of library & information services. It has changed the mode of delivery of services from traditional information sources to e-resources, online databases and online information storage & retrieval etc.

Computers are being used in libraries to process, store, retrieve and disseminate information. Now a day's libraries are not judge by quantitative resources. These drastically changes, if managed properly can be used effectively and efficiently to provide the right information to the right user at right time. The Information and communication technology not only affected the complex housekeeping operations of libraries, but also facilitates communication through networks for collection, storage and dissemination of information and have become a vast ocean of internet-based services.

The profession should have the following six attributes:

- A body of specialised complex knowledge.
- The practitioner must enjoy the respect of the community.
- The profession must be organised.
- A code of ethics which regulates the relations of professional persons with clients and colleagues.
- A professional culture sustained by formal associations consisting of norms, symbols and having at its centre the career concept.
- A service orientation

Q2. Explain the process of implementing change in libraries

Ans. Changes are unpredictable as far as libraries are concerned because they are really facing the challenges of technology. It has been noticed that college and university libraries are changing faster than other type of libraries. The main reasons for this are government policies regarding higher education and the rise of student-centered learning.

Steps to be followed while implementing the Change in Libraries:

- Make Decision (diagnose what needs to be changed)
- Conceptualise Change (Nature & Scope of Change, Right Time to introduce change)
- Prepare the library for change (Communicate about Change)
- Organise the planning group (Identify group and group leader)
- Plan the change (Vision, strategy, goals, objectives and deadline are decided)
- Implement the change (Change is formally introduced and controlling resistance is very important)
- Evaluate the change (If necessary make required adjustments)

Q3. Describe the reasons and importance of keeping financial records in a library.

Ans. All institutions that want to survive must meet certain standards of business organisations and the library is no exception to the general rule. Its financial records, like its budget should be set up in accordance with the main accounting procedures of the parent office. It is no longer considered a good practice to maintain a separate library account, handled directly by the librarian. In most institutions, all library payments are made through a central office. The finance section of the organisation maintains the library account while the library maintains the records of detailed accounts including outstanding orders, bills forwarded, etc. the main purpose of library accounting is to keep expenditures within the budget. In addition, accounting helps in the preparation of the annual report and budget, provide the factual monetary basis for making decisions, assist the departments in making a wise and systematic use of fund and provide information for library reports, studies and surveys.

Most of the libraries keep their financial records according to a single-entry system. Though certain amount of diversity is found in the maintenance of financial records in different libraries, one main

point to be kept in mind is that these records should be the simplest possible, consistent with efficiency and should permit rapid and convenient checking against office ledgers.

Q4. Explain how ZBB is different from PPBS.

Ans. Zero based budgeting and performance budgeting are two types of budgeting mainly used by private sector and public sector organizations respectively. The main difference zero based budgeting and performance budgeting relates to zero based budgeting being flexible to react to market changes with carefully planning each expected result, and performance budgeting being widely used in contexts where the effective allocation of scarce resources is essential.

Zero Based Budgeting vs Performance Budgeting	
Zero-based budgeting is carried out by justifying all revenues and costs for the accounting period.	Performance budgeting takes into account the inputs and output per unit with the intention of efficient resource allocation.
Usage	
Zero Based budgeting is a popular budgeting system used by corporates.	Performance budgeting is primarily used by governments and public sector organizations.
Focus	
Zero based budgeting attempts to achieve cost reduction and better efficiency by planning costs and revenue for each accounting period.	Performance budgeting is focused on effective resource allocation

Q5. Discuss the need and objectives of binding and preservation of materials in libraries. (5)

Ans. Books are consumable commodities. They are to be preserved for posterity. The paper which constitute that book is delicate and subject to wear and tear. There must be some covering material so that it can be saved from its various enemies such as insects, dampness, dirt, heat, cold, etc.

The main objective of binding is to build strength into a book, subjected to the rigorous and abuses of library usage. Binding ensures the preservation of written, printed or near print material. The objectives of library binding are:

- To enhance the life span of library materials by insulating against wear and tear.
- to improve the durable quality of library materials i.e.; maintaining them in good shape while being used, and
- To improve their aesthetic qualities by creating a new book and thereby attracting readers to them.

As should not be shelved too tightly nor too loosely. The former damages the binding en other books are forceful inserted and the latter causes larger books to sag and to strain sewing. The public will also not respect books or keep them carefully if the staff are seen throwing books carelessly into heaps, or casually dropping them on the floor. A frequently overlooked point is the need for caution in opening new or newly bound books. If these books are too abruptly opened the glue on the spine or even the stitches will be strained and permanent weakness will result.

Conservation includes: Prevention of deterioration and restoration of deteriorated library material, and Treatment, storage and handling techniques to ensure that the material remains in current state of preservation.

Q6. Describe the disaster preventive measures to be kept in mind while designing a library building.

Ans. Prevention phase is primarily concerned with such measures as are expected tube taken at the stage of planning the building. These are to Identify and minimise the risks posed by the building, its equipment's and fitting and the natural hazards of the area and include activities as below:

- Carry out a building inspection and alter factors which pose a potential hazard.
- Establish routine housekeeping and maintenance measures to withstand disaster in buildings and surrounding areas.
- Install automatic fire detection and fire extinguishing systems and water sensing alarms.
- Take special precaution during unusual periods of increased risks such as building renovation.
- Make special arrangements to ensure the safety of rare and archival material when exhibited.
- Provide security copies of vital records such as collection inventories and store these off site.
- Protect computers and data through provision of uninterrupted power supply.
- Have comprehensive insurance for library or archives, its contents the cost of salvage operations and potential replacement, re-building and restoration of damaged materials.

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