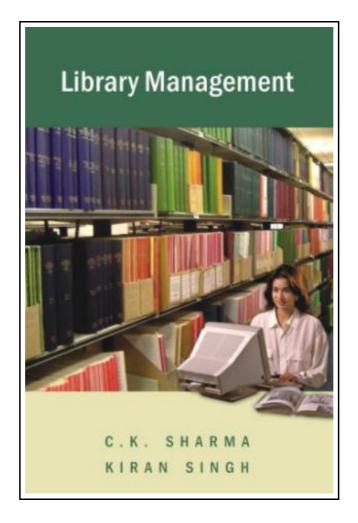
Library Management



Filesize: 5.91 MB

Reviews

This ebook is worth acquiring. Better then never, though i am quite late in start reading this one. You will not truly feel monotony at at any time of your own time (that's what catalogues are for about if you ask me).

(Lorenz Vandervort)

LIBRARY MANAGEMENT



Atlantic Publishers & Distributors (P) Ltd, 2005. Softcover. Book Condition: New. Library Management is not a new concept. Evolved with the inception of libraries, its original concept, that lacked systematic procedures and scientific application, has underwent a remarkable change to cope up with the present era of advanced information technology which demands of efficient system and speedy service. Telecommunication and computers have given a new face to libraries and its services. 1. Financial Management 1.1 Internal Sources 1.1.1 Revenue Sources 1.1.2 Public Library 1.1.3 Book Fund 1.2 Library Book-keeping 1.2.1 Invoice and Bill file 1.2.2 Duplicate order record file 1.2.3 Bill register 1.2.4 Imprest Account Register 1.2.5 Caution Money Register 1.2.6 Fine and Overdue Register 1.2.7 Stock Register 1.2.8 Allocation Register 1.3 Institutional Budget 1.3.1 Budgetory Control 1.3.2 Collection and services 1.3.3 Income 1.3.4 Variables 1.4 Finanancial Records 1.4.1 Factors 1.4.2 Financial Reports 1.5 Finance 1.5.1 Administrative Services 1.5.2 Preparing and Administering Budget 1.5.2.1 Budgeting 1.5.2.2 Procedure for the preparation of budget 1.5.3 Standards and Norms 1.5.4 Sources of Income 1.5.5 Principles of budget-making 1.5.5.1 Preparation of the Budget Statement 1.5.5.2 Basis of budget estimate 1.5.6 Budget Process 1.5.6.1 General Book fund 1.5.6.2 Book funds for Br./Dept. Libraries 1.6 Library Book-keeping 1.6.1 Monthly Report 1.6.2 Subsidiary Fund Ledger 1.6.3 Permanent file of bills 1.6.4 Record of imprest money 2. Personnel Management 2.1 Functions 2.1.1 Planning 2.1.2 Management Policy 2.1.3 Principles of Personnel Management 2.1.4 Nature and Size of Staff 2.2 Job Analysis and Job Specifications 2.2.1 Job Analysis 2.2.2 Job Specifications 2.2.3 Job Standards 2.2.4 Motion Study 2.3 Staff Formulas 2.4 Status 2.4.1 Informal status 2.4.2 Formal status 2.4.3 Factors involved for Estb. status 2.4.4 Categories of library personnel 2.5 Library Profession 2.5.1 Conditions of work 2.5.2 Promotions, service ratings, tenure and dismissal 2.5.3 Continuing education for librarians 2.5.4 Librarian?s...

- ⇒ A
 - Read Library Management Online **Download PDF Library Management**

You May Also Like



JA] early childhood parenting: 1-4 Genuine Special (Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2006-01-01 Pages: 179 Publisher: the China Pictorial Our book is all...

Read eBook »



Edge] the collection stacks of children's literature: Chunhyang Qiuyun 1.2 --- Children's Literature 2004(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2005 Pages: 815 Publisher: the Chinese teenager Shop Books all book....

Read eBook »



Grandpa Spanielson's Chicken Pox Stories: Story #1: The Octopus (I Can Read Book 2)

HarperCollins, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+Customer Service! Summary: Foreword by Raph Koster. Introduction. I. EXECUTIVE CONSIDERATIONS. 1. The Market. Do We Enter the Market? Basic Considerations. How...

Read eBook »



The Clever Detective Boxed Set (a Fairy Tale Romance): Stories 1, 2 and 3 $\,$

Createspace, United States, 2012. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. After six years as a private investigator, Stacey Alexander has the strangest day...

Read eBook »



Read Write Inc. Phonics: Orange Set 4 Storybook 1 Playday

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. Tim Archbold (illustrator). 209 x 142 mm. Language: N/A. Brand New Book. These engaging Storybooks provide structured practice for children learning to read the Read...

Read eBook »