

Sant Gadge Baba Amravati University, Amravati

As Per NEP 2020 Syllabus

Faculty: Humanities

Three Years- Six Semesters Bachelor's Degree Programme

B.A. I, Sem-II (Library & Information Science)

Course Code – 636202

Major Theory: Library Organization

Level	Semester	Course Code	Course Name	Credits	Teaching Hours(per week)	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
4.5	II	636202	Major Theory: Library Organization	4	4	60	60	40	100

Course Code – 636202

Major Theory: Library Organization

Course Objective	- To Understand the concept, principles, and functions of library organization. - To acquire knowledge of organizational structure and management of different types of libraries.			
Course Outcomes:	- Explain the principles, objectives, and functions of library organization. - Describe the organizational structure and administration of different types of libraries. - Apply collection development and technical processing procedures in libraries. - Organize and manage library sections and user services effectively. - Understand financial management, personnel management, and evaluation			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Exam Type & Marks
Unit I	Fundamentals of Library Organization - Meaning, Definition, Scope and Objectives of Library Organization. - Principles and Functions of Library Organization. - Library as an Organization. - Types of Libraries and Their Organizational Structure.	10 Hours	10 Marks	Theory-60 Internal Assessment-40 Marks Total Marks-100
Unit II	Library Administration and Management	10 Hours	10 Marks	

	• Principles of Library Management. • Planning, Organizing, Staffing, Directing and Controlling • Library Rules. and Regulations. • Library Committees.			
Unit III	Collection Development and Technical Processing • Collection Development Policy • Selection and Acquisition of Library Materials • Accessioning • Technical Processing of Documents	10 Hours	10 Marks	
Unit IV	Organization of Library Sections and Services • Acquisition Section. • Circulation Section. • Reference Section. • Periodicals Section.	10 Hours	10 Marks	
Unit V	Financial and Human Resource Management • Library Finance and Budgeting • Budget Preparation and Control • Human Resource Management • Library Statistics and Annual Report	10 Hours	10 Marks	
Unit VI	Modern Trends in Library Organization • Library Automation • Integrated Library Management Systems (ILMS) • Digital and Hybrid Libraries • Marketing of Library Services	10 Hours	10 Marks	
References:	• "Introduction to Information Science" by Blaise Cronin. • Ranganathan, S.R. (1931) The Five Laws of Library Science. • Taylor, Arlene G. & Joudrey, Daniel N. (2009), The Organization of Information. • S. R. Ranganathan – Library Administration. • P. S. G. Kumar – Library Administration: Theory and Practice.			