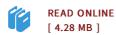




Library Management

By C.K. Sharma

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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...



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