



UNIVERSITI TEKNOLOGI MARA

IML454: LIBRARY AND INFORMATION CENTER MANAGEMENT

<b>Course Name (English)</b>	LIBRARY AND INFORMATION CENTER MANAGEMENT <b>APPROVED</b>	
<b>Course Code</b>	IML454	
<b>MQF Credit</b>	3	
<b>Course Description</b>	This course attempts to provide understanding of library and information center management emphasizing on knowledge, skills, acquisition and effective management practices. The aspects covered include management principles and theories, management of libraries and information centers in general and management of various departments, issues, customer relation management and quality management of library and information center services.	
<b>Transferable Skills</b>	Library management skill	
<b>Teaching Methodologies</b>	Lectures, Blended Learning, Discussion	
<b>CLO</b>	<p>CLO1 Describe the administrative and managerial roles and functions of librarians / information officers.</p> <p>CLO2 Demonstrate skills in managerial techniques appropriate for libraries.</p> <p>CLO3 Explain effective management techniques and practices in library environment.</p>	
<b>Pre-Requisite Courses</b>	No course recommendations	
<b>Reading List</b>	<b>Recommended Text</b>	<ul style="list-style-type: none"> <li>• Ballabh, Anand 2006, <i>Development of library management</i>, SBS Publishers &amp; Distributors Pvt. Ltd. New Delhi</li> <li>• Sharma, C. K. &amp; Singh, Kiran 2005, <i>Library management</i>, Atlantic Publishers New Delhi</li> <li>• Stueart, Robert 1999, <i>Library and information center management</i>, Libraries Unlimited Englewoods-Cliffs</li> </ul>
	<b>Reference Book Resources</b>	<ul style="list-style-type: none"> <li>• Pym, Bob 2000, <i>Learn library management</i>, 2nd Ed. Ed., DocMatrix Canberra</li> </ul>
<b>Article/Paper List</b>	<b>Recommended Article/Paper Resources</b>	<ul style="list-style-type: none"> <li>• Gillian S. Gremmels 2013, Staffing trends in college and university libraries, <i>Reference Services Review</i>, Vol. 41 Iss: 2, 19</li> </ul>
<b>Other References</b>	This Course does not have any other resources	