**BLS3113; MANAGEMENT OF INFORMATION INSTITUTIONS AND RESOURCES**

**Short** **Description**

The course addresses principles and practices of management and their application in Library and Information Institutions. It also addresses gender mainstreaming in the work environment.

**Aim**

To prepare learners for managerial responsibilities in library and information institutions

**Learning outcome**

Students should be able to:

* demonstrate an understanding of the principles and practices of management
* Analyze the management functions with reference to library and information institutions/centers
* Develop strategies and programmes in managing library and information services
* describe the techniques of gender mainstreaming within a library and information institution

**Intellectual, Practical and Transferable skills**

Knowledge of management principles

Skills in addressing gender concerns in organization

**Teaching and Learning Pattern**

By use of lectures, student led group presentations and self – directed research guided by the lecturer, Practical

**Indicative Content**

Definition of concepts, theories and techniques of management with particular reference to libraries and information systems and institutions/centers, principles and functions of management and their application in different kinds of libraries and information systems and institutions/centers; Management of change in organizations, Organizational theory, organization structures, human resource planning, affirmative action and gender mainstreaming, financial management Physical facilities, equipment and furniture, collection development and bibliometrics for decision making

**Assessment** **method**

Tests, coursework, group/seminar presentations will constitute 30% and final examination 70%

**Indicative sources**

1. Jordan, P. 1996. Staff management in library and information work. London: Gower
2. Koontz, H. 1990 Essentials of management5th ed. London: McGraw-Hill
3. Koontz, H. Principles of management: analysis of managerial functions. New York: McGraw-Hill
4. Kumar, K. 1987. Library administration and management. New Delhi: Vikas
5. Schermerhorn, J.R., Hunt, J.G., Osborn, R.N. 1998. Basic organizational behaviour. New York: John Wiley
6. Stuart, R & Moran, B. 2000. Library and information Centre management London: Libraries Unlimited
7. Stuart, R. 1981. Library management. Littleton: Libraries Unlimited
8. Tidd, J. Bessant, J. Pavitt, K. 2001. Managing innovations: integrating technological, market and organizational change
9. Van Fleet, D. 1984. Contemporary management. Dallas: Houghton