

University of Mosul

Faculty of Arts

Section: Information and Knowledge Technologies



Lecture Title: Library Management

Course subject: Information Institutions Management

Second academic stage

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Information Institutions Management / Phase Two

Breastfeeding: Modern management of libraries and information centers

A skill in the administration of the libraries

Libraries and information centers are among the most important cultural and educational institutions in any society, where they play a role

It is essential to preserve and make available the Indian language to researchers and academics. And with the ongoing development of its discovery.

With the rise of the communications and communications sector, library management has become a complex and demanding task, requiring administrative and technical skills.

High quality services.

Administration in libraries is not merely a matter of selecting a specific office for the office, but rather an integrated process that involves planning.

Strategic planning, effective communication, effective leadership, and a strong work ethic. Library management is defined as a process.

The radiance of the good and the emphasis on the sadistic, extravagant, and eccentric narratives, and their exploitation to the lowest degree of obscenity to achieve

The most beautiful things.

Administrative jobs in libraries

The successful management of libraries is struggling to implement basic administrative functions, which are based on the need for supervision.

the next:

Strategic planning

Planning is considered the first and most fundamental administrative function in offices. Planning aims to achieve vision.

The library's future, its mission, and its strategic and operational goals. This includes developing policies and procedures.

Which governs the honeycomb, such as the policy of distributing services, the loan policy, and the service promotion policy.

The planning process requires studying the internal and external environment of the library, and identifying strengths and weaknesses.

And the tests and the tijajat.

Radiation and governance

The aim is to suppress the sadistic and manipulative tendencies in a way that facilitates the efficient and effective achievement of the goals.

This involves establishing the organizational structure of the library, assigning different departments and roles, and distributing responsibilities and duties.

Blindness of the staff. And this is how the radiation is applied, creating an effective system for external communication, and promoting the plans of the state.

And responsibility.

Geometry and leadership

Leadership is considered a crucial factor in the success of the office. It requires motivating employees and creating effective, creative solutions.

And to solve problems, and to encourage innovation and creativity. The approach also aims to promote experimentation and the application of knowledge.

For employees, a language that keeps pace with the latest developments in the field of library and information science.

The scrutiny and evaluation

The supervisory body aims to ensure that actual performance aligns with its planned objectives. This process is designed to...

Performance standards, measuring actual performance, comparing it to standards, and taking corrective measures to improve performance.

The union also assesses customer satisfaction with the services provided, and uses the assessment results to improve performance.

The fascicisms in the libraries

The fascicular enzymes are responsible for the formation of the honeycomb cells, where they irradiate the blood vessels in a controlled manner.

Recalling and using. And these processes are described:

The introduction and distribution of the groups

The process of selecting the appropriate staff is the first step in creating library materials. This process involves choosing the appropriate staff.

The appropriate written material, whether printed or electronic, and its contents or its transmission through the method of writing

And exchange. The process of training requires a precise understanding of the needs of the training staff, and monitoring the latest developments in

Various debates.

The archiving and the archiving

The field of cataloging and archiving is teeming with the most important administrative functions in libraries. Cataloging leads to the description of vessels.

The information provided is a precise description that indicates its availability, and it is important to understand how to access it. The process of sorting these vessels is also important.

According to its contents, this indicates the ability to find it. Modern libraries use different types of language.

Standardized archiving, such as the Anglo-American Dictionaries (AACR2), and the Digital Digital Archiving (DDC),

Archives of the Library of the Kings (LCC).

sadistic belief

After completing the research and archiving, the office supplies are made available materially to ensure they are ready for use.

This involved placing the registers that recorded the collection numbers, collecting the books for their accuracy, and covering them with maps.

The RFID tags or cards for detecting the smoke.

Services of the sedative

The services provided by the National Library are considered essential for all activities within the library. These services include:

The Sakhja'iya Service

The personal services are among the most important services offered by libraries. This service is characterized by its ability to handle the user's needs.

In finding the information they need, whether by answering their specific questions, or

Guidance to appropriate information sources. This personal service also includes testing the strategic support on

Using the library's viruses and databases.

Loan and avoidance of happiness

The lending service allows students to borrow library books for a limited period. This service requires the establishment of policies.

Clearly, the categories of the sedtfjj, and the sedtfj ...

The process is time-sensitive. Modern libraries utilize automated systems to manage loan operations, including tracking borrowed items.

And it's hygienic.

Current briefing and selective broadcasting of information

The services aim to keep the customer informed of the latest developments in the fields of innovation.

The current awareness service issues periodic updates that include lists of the latest additions to the library, including

Selective broadcasting (SNB) service directs specific information to specific devices based on files.

My smiles.

Library management in the Khaqsi era

With the emergence of information technology and communications, library management underwent significant transformations.

The libraries are increasingly relying on automated systems to manage their operations, which has led to a decrease in the efficiency of the work.

And we offer better services for the students.

The six-stage automated sleep system for libraries

Integrated Library Systems (ILS) are among the most important tools in modern library management. These systems consist of

It contains a number of conflicting documents covering all clerical operations, such as cataloging, cataloging, lending, and administrative control.

This system allows libraries to manage their collections with high efficiency, and to utilize electronic resources available through various channels.

The entrencher. (OPAC)

The secret and electronic books

The development of the internet has led to the emergence of private libraries, which allow access to large volumes of information.

Electronic resources, such as electronic books, electronic journals, and databases. Library management requires

The private sector has special skills in the field of information technology, such as managing private sector rights and establishing responsibilities.

The saddatkhajm, and the dasan amgh al-sa'maqat.

Modern management puzzles

The library administration in the Al-Khasawi Al-Ajij area faced challenges, including:

- The internal development in the detection of information, which requires a modernization of the environment and the environment.

- The high cost of electronic cards places a burden on the field offices.

- The need to test the effectiveness of the methods used by the employees and the supervisors on the use of the new technologies.

- Preserving the rights of the skew and the fish in the skew environment.