

Introduction to Library and Information Management

Introduction to Library and Information Management
(A concise, well-organized overview for students and new professionals)

1. Core Concepts

Concept	Definition	Key Points
Library	A physical or virtual collection of information resources (books, journals, media, digital files) organized for access and use.	- Public, academic, special, school libraries - Emphasis on collection development, user services, and community outreach
Information Management (IM)	The systematic acquisition, organization, storage, retrieval, and dissemination of information to support decision-making.	- Covers data, documents, digital assets - Applies to organizations of any size, not just libraries
Library & Information Management (LIM)	Integration of library principles with broader IM practices to provide efficient, user-focused information services.	- Balances traditional librarianship with modern digital workflows - Supports research, learning, and knowledge creation

2. Historical Evolution

- Ancient & Medieval Roots** – Royal archives, monastic scriptoria, and early public libraries (e.g., Library of Alexandria).
- 19th–Early 20th Century** – Professionalization of librarianship (Melvil Dewey, classification systems).
- Mid-20th Century** – Growth of academic libraries, introduction of automation (OPACs).
- Late 20th Century** – Digital revolution: CD-ROMs, early databases, networked catalogs.
- 21st Century** – Cloud services, linked data, open-access movement, data curation, and AI-enhanced services.

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3. Major Functions of a Library Management

Function	Description	Typical Activities
Collection Development	Selecting, acquiring, and weeding resources to meet user needs.	• Needs assessment • Budget planning • Licensing e?resources • MARC, RDA, BIBFRAME
Cataloging & Classification	Creating metadata that makes items discoverable.	- standards • Dewey Decimal / Library of Congress Classification
Reference & Information Services	Assisting users in locating and evaluating information.	• One?on?one consultations • Virtual reference (chat, email)
Information Literacy Instruction	Teaching skills for effective research and critical evaluation.	• Workshops, tutorials, embedded instruction
Preservation & Conservation	Protecting physical and digital collections from loss or decay.	• Climate control, digitization, digital preservation strategies
Outreach & Community Engagement	Extending services beyond the walls of the library.	• Programs, partnerships, social media presence
Administration & Management	Planning, budgeting, staffing, and policy development.	• Strategic plans, performance metrics, staff development

4. Information Management Cycle

1. **Creation / Capture** – Generate or ingest data (e.g., research data, digitized items).
 2. **Organization** – Apply metadata, classification, and controlled vocabularies.
 3. **Storage** – Secure physical or digital repositories; consider redundancy and backup.
 4. **Retrieval** – Search interfaces, discovery layers, APIs.
 5. **Use & Dissemination** – Provide access (physical loan, streaming, download, open? access).
 6. **Preservation** – Long?term stewardship (format migration, digital preservation policies).
 7. **Disposition** – Evaluate for reuse, archiving, or disposal.
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Introduction to Library and Information 5. Key Management