

Introduction to Library and Information Management

Introduction to Library and Information Management
(Key concepts, functions, and contemporary issues)

1. What Is Library and Information Management (LIM)?

Aspect	Definition
Library Management	Organization, acquisition, cataloguing, circulation, and preservation of physical and digital collections.
Information Management	Capture, storage, retrieval, dissemination, and protection of information resources across all formats and platforms.
Combined Goal	Enable users to locate, access, and use information efficiently while preserving the integrity and longevity of the collections.

2. Core Functions of LIM

Function	Typical Activities	Tools & Technologies
Acquisition & Collection Development	Needs assessment, selection, ordering, budgeting.	Integrated Library Systems (ILS), e-resource platforms, MARC, RDA.
Cataloguing & Classification	Metadata creation, subject heading assignment, classification (DDC, LCC).	MARC21, BIBFRAME, RDA, authority control tools (e.g., VIAF).
Circulation & Access Services	Check-out/in, renewal, interlibrary loan, user authentication.	ILS circulation modules, RFID, barcode scanners, self-checkout kiosks.
Reference & User Services	Reference interviews, information literacy instruction, virtual reference (chat, email).	LibGuides, chat bots, discovery layers (EBSCO Discovery Service, Primo).
Digital Resource Management	E-book licensing, streaming media, institutional repositories, digital preservation.	DSpace, CONTENTdm, LOCKSS, CLOCKSS, OAIPMH.

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Function	Typical Activities	Tools & Technologies
Facilities & Space Management	Physical layout, shelving, space planning, accessibility compliance.	Space?booking software, GIS mapping, ADA guidelines.
Administration & Policy	Strategic planning, budgeting, staffing, policy development (privacy, collection development).	Project?management tools, policy manuals, analytics dashboards.
Assessment & Metrics	Usage statistics, user satisfaction surveys, impact analysis.	COUNTER reports, SUSHI, Google Analytics, LibQual.

3. Information Lifecycle in a Library

1. **Creation/Acquisition** – Purchase, donation, digitisation, or author?submitted content.
 2. **Organization** – Cataloguing, metadata assignment, classification.
 3. **Storage & Preservation** – Physical shelving, digital repositories, backup strategies.
 4. **Access & Retrieval** – Search interfaces, discovery tools, circulation.
 5. **Use & Evaluation** – User interaction, feedback, impact measurement.
 6. **Disposition** – Weeding, de?accession, transfer, or long?term archiving.
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4. Key Concepts & Terminology

Term	Meaning
Metadata	Structured data about a resource (e.g., title, author, subject).
Authority Control	Standardised naming of persons, corporate bodies, subjects to ensure consistency.
Discovery Layer	Unified search interface that aggregates catalog, databases, and digital collections.
Open Access (OA)	Free, immediate online availability of scholarly works, often under Creative Commons licences.
Digital Preservation	Strategies (migration, emulation, checksums) to maintain long?term usability of digital objects.
Information Literacy	Ability to locate, evaluate, and use information ethically and effectively.
FAIR Principles	Guidelines for data: Findable, Accessible, Interoperable, Reusable.

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Term

Meaning

Privacy &

Confidentiality

Legal

Management