

Introduction to Library and Information Management

Introduction to Library and Information Management
(A concise, organized guide for students and newcomers to the field)

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

Aspect	Definition
Library Management	Planning, organizing, staffing, and controlling library resources (books, journals, media, digital collections) to serve users efficiently.
Information Management	Capturing, storing, retrieving, preserving, and delivering information in any format (print, electronic, multimedia) to support decision-making and learning.
Combined Goal	Provide seamless access to knowledge, promote lifelong learning, and support research, education, and community needs.

2. Core Functions of Modern Libraries

Function	Key Activities	Typical Tools
Acquisition & Collection Development	Selection, ordering, budgeting, licensing, weeding	Integrated Library Systems (ILS), MARC records, OCLC WorldCat
Cataloguing & Classification	Bibliographic description, subject indexing, classification	MARC21, RDA, Dewey Decimal Classification (DDC), Library of Congress Classification (LCC)
Circulation & Access Services	Check-out/in, renewals, interlibrary loan, user authentication	ILS circulation module, RFID, barcode scanners
Reference & Information Literacy	Answering queries, teaching search skills, creating guides	LibGuides, chat platforms, virtual reference tools
Digital Services & Repository Management	E-books, databases, institutional repositories, digital preservation	DSpace, EPrints, CONTENTdm, LOCKSS, CLOCKSS

Introduction to Library and Information Management

Function	Key Activities	Typical Tools
Community Outreach & Programming	Workshops, reading programs, maker spaces	Event management software, social media, newsletters
Administration & Planning	Policy development, staff training, budgeting, performance metrics	Strategic plans, KPIs, budget software

3. Information Management Lifecycle

1. **Creation / Capture** – Generation of data (e.g., research output, digitized documents).
2. **Organization** – Structuring information (metadata, taxonomies, ontologies).
3. **Storage** – Secure, scalable repositories (cloud, on-premises servers, archives).
4. **Retrieval** – Search engines, discovery layers, APIs.
5. **Use / Dissemination** – Access via portals, mobile apps, APIs, data sharing.
6. **Preservation** – Long-term integrity (format migration, checksums, digital preservation policies).
7. **Disposition** – Deaccessioning, archiving, or disposal following legal and ethical guidelines.

4. Key Concepts & Terminology

Term	Meaning
Metadata	Data about data (e.g., title, author, subject, format).
Authority Control	Standardizing names, subjects, and titles to improve consistency (e.g., VIAF, LCSH).
Information Retrieval (IR)	Techniques for locating relevant documents (Boolean queries, ranking algorithms).
Digital Preservation	Strategies to ensure long-term access to electronic resources (format migration, emulation).
Open Access (OA)	Free, immediate online availability of scholarly works, often under Creative Commons licenses.

Introduction to Library and Information Management

Term	Meaning
Linked Data	Publishing structured data so that it can be interlinked and become more useful (RDF, SPARQL).
User Experience (UX)	Designing library services that are intuitive, accessible, and satisfying for users.
Analytics & Metrics	Measuring usage (circulation stats, website hits, altmetrics) to inform decisions.

5. Technology Foundations