

Introduction to Library and Information Management

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

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

Aspect	Description
Definition	The systematic acquisition, organization, preservation, and dissemination of knowledge resources (books, digital media, data, etc.) to meet the informational needs of users.
Scope	- Traditional libraries (public, academic, special) - Digital repositories, archives, and knowledge bases - Information services in corporations, NGOs, and government agencies
Goal	Provide timely, relevant, and reliable information while supporting learning, research, and decision making.

2. Core Functions of a Library/Information Center

Function	Key Activities	Typical Tools
Acquisition & Collection Development	- Needs analysis - Selection & ordering - Budget planning	Integrated Library System (ILS), procurement software
Cataloguing & Classification	- Bibliographic description - Assignment of classification numbers (DDC, LCC) - Authority control	MARC, RDA, BIBFRAME, OCLC WorldCat
Access & Retrieval	- OPAC/Discovery layer - Circulation & lending - Digital access (e-books, databases)	ILS, discovery platforms (EBSCO Discovery Service, Primo), RFID

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Function	Key Activities	Typical Tools
Reference & User Services	• Reference & referrals • Instruction & information literacy • Outreach & programming	LibGuides, chat services, virtual reference
Preservation & Conservation	• Physical repair, climate control • Digital preservation (migration, LOCKSS, Archivematica, microfilm checksum)	
Management & Administration	• Policy development • Staff supervision • Performance measurement	KPI dashboards, strategic plans, HR systems
Technology & Innovation	• Implementation of new platforms • Data analytics, AI-driven services • Open access initiatives	APIs, linked data, AI chatbots, ORCID integration

3. Key Concepts & Terminology

Term	Meaning
Information Literacy	Ability to locate, evaluate, and use information effectively.
Metadata	Structured data that describes a resource (e.g., title, creator, subject).
Authority Control	Standardizing names, subjects, and titles to ensure consistency.
Digital Repository	A system for storing, preserving, and providing access to digital objects.
Open Access (OA)	Free, online availability of scholarly works without subscription barriers.
Linked Data	Connecting data across the web using standardized URIs and RDF.
User-Centered Design	Designing services based on the needs, behaviors, and contexts of users.

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Term

Meaning

Service Level Agreement (SLA)

Formal contract defining service expectations between library and vendors or users.

Management

4. Organizational Structure of a Typical Library

Director / Library Manager

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?? Administrative Services (HR, Finance, Facilities)

?

?? Technical Services

? ?? Acquisitions

? ?? Cataloguing & Classification

? ?? Preservation

?

?? Public Services

? ?? Circulation

? ?? Reference & Instruction

? ?? Outreach & Programming

?

?? Digital Services

?? IT Infrastructure

?? Digital Collections

?? Data Management