

Introduction to Library and Information Management

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

1. Core Concepts

Concept	Definition	Key Points
Library	A collection of resources (books, journals, digital media, etc.) organized for access, use, and preservation.	Physical vs. virtual; public, academic, special, school libraries.
Information Management (IM)	The systematic acquisition, organization, retrieval, and dissemination of information to support decision-making.	Emphasizes data lifecycle, metadata, and technology.
Library & Information Management (LIM)	The integrated practice of managing both tangible library collections and digital information assets.	Balances traditional librarianship with modern information science.

2. Historical Milestones

Period	Development	Impact on LIM
Ancient & Medieval (c. 300?BC – 1500?AD)	Early libraries (e.g., Library of Alexandria) and scriptoria.	Established the idea of centralized knowledge storage.
Renaissance & Enlightenment (1500–1800)	Public libraries emerge; cataloguing systems (e.g., Linnaean classification).	Shift toward public access and systematic organization.
Industrial Age (1800–1950)	Dewey Decimal Classification (1876), Library of Congress Classification (1900).	Standardized classification; foundation for modern catalogues.
Digital Revolution (1960s–1990s)	MARC records, online public access catalogs (OPACs), early databases.	Introduced machine-readable metadata and electronic retrieval.

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Period	Development	Impact on LIM
Internet Era (1990s–present)	Digital libraries, Institutional Repositories, Open Access, Linked Data.	Expanded scope to include e-resources, data curation, and user-centric services.

3. Major Functions of Library & Information Management

1. Acquisition & Collection Development

- Needs assessment ? selection ? ordering ? accession.
- Balances print, electronic, and multimedia formats.

2. Cataloguing & Classification

- **MARC21** (Machine-Readable Cataloging) for bibliographic records.
- Classification schemes: **DDC**, **LCC**, **UDC**, **Faceted** systems.

3. Circulation & Access Services

- Lending, interlibrary loan, reservation, digital rights management.

4. Reference & Instruction

- Information literacy teaching, research assistance, virtual reference (chat, email).

5. Preservation & Conservation

- Physical (binding, climate control) & digital (format migration, backup).

6. Information Technology & Systems

- Integrated Library Systems (ILS), Discovery Layers, Digital Asset Management (DAM).

7. Management & Administration

- Budgeting, staffing, policy development, strategic planning, performance metrics.
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4. Information Lifecycle in LIM Management

1. **Creation/Acquisition** – Authors, publishers, digitization projects.
 2. **Description** – Metadata creation (cataloguing, schema mapping).
 3. **Storage** – Physical shelves, servers, cloud repositories.
 4. **Preservation** – Conservation, digital archiving, redundancy.
 5. **Access & Retrieval** – Search interfaces, APIs, federated discovery.
 6. **Use & Evaluation** – User analytics, impact assessment.
 7. **Disposition** – Deaccession, weeding, donation, or permanent archiving.
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5. Key Standards & Frameworks

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