

Introduction to Library and Information Management

Introduction to Library and Information Management
Key concepts, functions, and contemporary trends

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 (data, documents, multimedia) to support users' needs.
Combined Scope	Integration of traditional library services with modern information technologies to deliver seamless access to knowledge.

2. Core Functions of LIM

Function	Main Activities	Typical Tools
Acquisition & Collection Development	Needs assessment, selection, ordering, budgeting, licensing (e?books, databases).	Integrated Library Systems (ILS), e?procurement platforms.
Cataloguing & Classification	Metadata creation, subject indexing, authority control, classification (DDC, LCC).	MARC21, RDA, BIBFRAME, Koha, Alma.
Circulation & Access Services	Check?in/out, renewals, interlibrary loan, request handling, user authentication.	RFID, self?checkout kiosks, SSO, Z39.50, API gateways.
Reference & User Services	Reference interviews, information literacy instruction, research support, virtual reference (chat, email).	LibGuides, chat bots, discovery layers.
Digital Resource Management	E?resource licensing, link resolution, preservation of born?digital content, digital repositories.	EZproxy, OpenAthens, LOCKSS, DSpace, Fedora.

Introduction to Library and Information Management

Function	Main Activities	Typical Tools
Facilities & Community Engagement	Space planning, programming, outreach, partnership development.	Event management software, social?media analytics.
Administration & Policy	Strategic planning, budgeting, staff development, privacy & copyright compliance.	KPI dashboards, HRIS, policy manuals.

3. Information Lifecycle in a Library

1. **Creation / Acquisition** – Purchase, donation, digitization, author submission.
 2. **Organization** – Cataloguing, metadata assignment, classification.
 3. **Storage** – Physical shelving, digital repositories, cloud storage.
 4. **Preservation** – Conservation, format migration, backup strategies.
 5. **Access & Retrieval** – Search interfaces, discovery tools, APIs.
 6. **Use & Evaluation** – Circulation statistics, user feedback, impact assessment.
 7. **Disposition** – Weeding, de?accession, transfer, or archiving.
-

4. Key Standards & Frameworks

Area	Standard / Model	Purpose
Metadata	MARC21, Dublin Core, BIBFRAME, MODS	Uniform description of resources.
Authority Control	VIAF, ORCID, ISNI	Disambiguate authors, subjects, organizations.
Classification	Dewey Decimal Classification (DDC), Library of Congress Classification (LCC)	Shelf arrangement & subject browsing.
Digital Preservation	OAIS, LOCKSS, CLOCKSS	Long?term access to digital content.
Privacy & Security	GDPR, HIPAA (health info), NIST Cybersecurity Framework	Protect patron data and intellectual property.
User Experience	UX design principles, WCAG 2.1	Ensure accessible, intuitive services.

Introduction to Library and Information

5. Technology Stack Management

Layer	Typical Solutions	Functionality
Integrated Library System (ILS)	Alma, Koha, Sierra, WorldShare Management Services	Core workflow