Editorial

Library management and planning

Christia Anan*

Department of Science and Humanity, Francis Xavier Engineering College, Tirunelveli, Tamil Nadu, India.

EDITORIAL NOTE

A Library management is a branch of institutional management that focuses on issues specific to libraries and library management professionals. Normal managerial tasks, as well as intellectual freedom and fundraising responsibilities, are all part of library management. Issues encountered in library management frequently overlap with those encountered in non-profit organisation management. Overseeing all library operations, managing the library budget, planning and negotiating the acquisition of materials, Interlibrary Loan requests, stacks maintenance, fee collection, event planning, fundraising, and human resources are the basic functions of library management. Most libraries that store physical media such as books, periodicals, film, and other objects use a variant of the Dewey Decimal System to tag, store, and retrieve materials based on unique identifiers. Because of the use of such systems, librarians have developed and leveraged common constructs that serve as tools for both library professionals and library users. Master catalogues, domain catalogues, indexes, unique identifiers, unique identifier tokens, and cultural artifact are examples of these constructs. A master catalog serves as a catalogue of all domain or topic-specific catalogs, and it frequently directs users to a more specific area of a library where they can find a more specific domain catalog. For example, upon entering a large library, a patron may find a master catalog that directs them to a specific wing of the library that focuses on a specific subject, such as law, history or fiction. Domain catalogs are typically composed of a network of very large libraries, as a master catalog cannot contain all of the system's information. As a result, the master catalog directs the user to domain catalogs that contain homogeneous references to specific artefacts that are assigned to that catalog's category or domain. Indexes represent a collection of artefacts that have been grouped together according to some relevant grouping constraint. Unique identifiers, also known as IDs, are a method of assigning and tagging an artefact with a readable string of characters that is specific to that artefact. Such identifiers typically include the artifact's address or location within the library, as well as a distinct character set that aids in distinguishing artefacts with similar characteristics, such as common titles. Artifacts are original items or authorised copies of items that are catalogued, stored in, and retrieved from libraries. Books, periodicals, research documentation, film, and computer discs are all examples of artifacts.

Planning and maintaining library facilities is an important aspect of library management. The definition of successful planning is "active planning that ensures an organisation has the right people in the right place at the right time for the right job." Because user needs are constantly changing, it is critical to plan the construction of new libraries or the remodelling of existing ones. Managers frequently secure funding to supplement their operating budgets through donor gifts and fundraising. Many facilities, such as cafes, friends of the library spaces, and even exhibits, have begun to help generate additional revenue. These areas should be considered when planning building expansions. The location for new construction must be determined first, followed by the design, construction, and evaluation of the building. Once established, it is critical to maintain the structure on a regular basis. This can be accomplished by delegating tasks to maintenance personnel or by soliciting bids from outside companies.

*Corresponding author.Anan Christia, E-mail: canan1x@gmail.com.