Application of management techniques and skills in libraries.

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ABSTRACT

For the development of any institution management techniques and skills are very important whether that institution is social, political, cultural, governmental or non-governmental. We can save time, reduce expenditure and earn benefits by using management techniques and skills in every field. Library is one of the institutions so library also uses management techniques and skills. Secondary purpose of this article is that to present the LIS professionals as like a manager of the library. Today libraries are using computer and ICT tools for selection, preservation and dissemination of information to the user. That is why library professionals should have many skills to work out from their employees. LIS professional is trying to make library as happy place and satisfactory relationship with staff by using these skills. Here the author tries to show the library profession as a manager of library. The present article describes how the library readers use and get benefit by application of management techniques and skills in libraries.

Keywords: Management, professional skills, management techniques, information technology, LIS profession

INTRODUCTION

Management plays a vital role in any type of organization. It acts in each and every top, middle and lower level. Managerial skills refer to the librarian personal ability in specific position hold in institutional hierarchy. There are some unique set of skills require to exercise in various level to LIS profession as a manager.

LIS profession is changing rapidly due to growth and development in technology and digitized library spreading across the globe. So it is necessary to use the managerial skill to delivering better services to the patrons. Management skill involves in both acquisition and application of knowledge as well as it is art and science.

What is Management?

- Managing is an art or procedure of receiving things done through the attempts of other people.
- Managing is the art of creating and maintenance of an internal environment in an enterprise where individuals, working jointly in clusters, can perform efficiently and effectively towards the attainment of group goals.
- Management is the procedure of setting and achieving goals through the execution of five vital management functions that utilize human, financial and material possessions.

Management is a procedure or an action that brings jointly many varied possessions like persons, materials, techniques and technologies to accomplish a task or tasks. Management, since a separate field of revise, is also the body of organized knowledge which underlies the art of management. **[5]**

In real sense, after the independence the use of management was begun. In earlier times the library was known only for collection of books. As the sources of information were grown, the scope of libraries was increased and the old libraries turned into advance centre of the source of information. Until and unless proper application of management in libraries these sources of information would be meaningless. Henceforth, the application of management techniques and skills in libraries became the need of time. By application of suitable techniques and skills of management libraries in position to provide the information what the readers needed in stipulated time. Therefore, application of management techniques and skills in libraries it is to be studied.

Management Techniques

Libraries are always encircled by problems and most of the problems are related to money and own possession of land for libraries. At the beginning, type of management was applied in industries and factories and positive results of it can be seen. The process of libraries is similar to that of industries. So use of management in libraries was begun. Apt use of management techniques is to be solved problems in libraries. Some of the management techniques utilized in libraries are given below.

1) System study and technique
2) Operation Research technique
3) Work study and analysis
4) Financial management techniques. **[6]**

Important of Using Management Techniques

Library professional faces the challenges of changing social, economic, and educational and technology in the society and today library is fully web based digital library. Therefore, only a skilled person has the ability to perform any task successfully. In the present situation LIS professional must possess skills in selection, contents management, knowledge management, organization of information, dissemination research series, presentation, developing and maintaining digital library.

Need of Techniques

- Fast incoming technological changes.
- Less human resources.
- Lack of co-ordination and co-operation between library and library staff.
- Lack of training facility to library professional.
- Emerging structural changes.
- To prepare staff for delivering services to the user.
- Maintain library services and time management. **[1]**

Management Skills

LIS professional should have the managerial skills which are given below:

- Local and global thinking
- Planning and organizing skills
- Finance management skills
- Internet search tool
- Team building
- Decision making skills
- Leadership database search
- Negotiate skills

- Consumer management skills
- Project management skills
- People stress management skills
- Technical professional skills
- Time management skills
- Resource management skills.,etc. [4]

Here the author describes a few skills which represent the main managerial skills. They are following:

Technical Managerial skills

As the name of these skills tells us, they give the manager's knowledge and ability to use different techniques to achieve what they want to achieve. Technical skills are not related only for machines, production tools or other equipment, but also they are skills that will be required to increase sales, design different types of products and services, market the products and services…For example, let's take an individual who works in the sales department and have high developed sales skills obtained through education and experience in his department or the same departments in different organizations. Because of these skills that he possesses, this person can be a perfect solution to become sales manager. This is the best solution because he has great technical skills related to the sales department.

On the other hand, the person who becomes sales manager will start to build his next type of required skills. It is because if his task until now was only to work with the customers as sales representative, now he will need to work with employees in the sales department as addition to the work with customers. Technical skills are most important for the first-level managers. When it comes to the top managers, these skills are not something with high significance level. As we go through a hierarchy from the bottom to higher levels, the technical skills lose their importance.

A computer literate is a person who has acquired the skills needed to use computer effectively. Such a person has to be comfortable in his work in the computer age. He must be able to use computer, understand what it can do or can't do and capable of assessing its impact on his work, profession and society at large. However, computer literate is not an expert and he still needs support of many types of experts. So is about other components of IT like communication, recognition, compact storage and other technologies. This is the first level of skill expected of all professionals of 21st century electronic world and undoubtedly most basic for LIS professionals.

Conceptual Managerial skills

Conceptual skills present knowledge or ability of a manager for more abstract thinking. That means he can easily see the whole through analysis and diagnosis of different states. In such a way they can predict the future of the business or department as a whole. Conceptual skills are vital for top managers, less important for middle level and not required for first level managers. As we go from a bottom of the managerial hierarchy to the top, the importance of these skills will rise.

Interpersonal Managerial Skills:

This type of skills presents a manager's knowledge and ability to work with people. One of the most important management tasks is to work with people. Without people, there will not be a need for existence of management and managers. These skills will enable managers to become leaders and motivate employees for better accomplishment and they will help them to make more effective use of human potential in the company. Simply, they are the most important skill for managers. These are the basic skills required for a successful management as a process.

Controlling Managerial Skills:

The controlling skill is not only a skill but it is process of the managerial function. Managers are controlling their employees through their interpersonal managerial skill that already described here. Other additional skills that the theories are decision making skills which is a process and not a skill. Library profession have conceptual skill, he will make a better decision.

Importance of Managerial Skills

The managerial skills expected of new LIS professionals are quite vast. What is attempted to explain here is the managerial skills required for working in the e-world environment. To start with technological awareness coupled with skills for

technology assessment or evaluation and selection of appropriate technology and products is fundamental. In the years to come, the new electronic environment is likely to require a small number of high-tech strategic planners, professionals who exhibit leadership in use of new media and those who are able to do lobbying and advocacy and play organization politics. Further, new LIS professionals need to have managerial skills required for information management in teams. In other words, skill to work in team environment and on collaborative basis (e.g. library networks and resource sharing) is likely to be the new order of the day.

Apart from the often said problem solving, risk taking and working on project mode an important aspect of the skill regarding new electronic world is skills for managing change. This calls for flexibility and adaptability to changed environment, coping with change is almost a universal problem. Another important area of managerial skills LIS professionals have to develop is marketing of services (and not just goods) and particularly marketing themselves and their skills. Skills relating to systems analysis, self development, creativity analysis and negotiation are also necessary. **[3]**

Our profession needs better trained managers at all levels; but with lingering cuts in professional development budgets, it's more challenging than ever for the average librarian to learn these skills in a structured, disciplined way. Wilkins-Jordan's book fills that need, speaking equally to students beginning their LIS education, professionals who are new to management jobs or aspire to them, and experienced practitioners who want to build and update their management skills. Informed by the author's research on critical skill sets, this text explores a variety of managerial topics, fusing theory with a hands-on approach that encourages practical application. By focusing on building skills for management, rather than just regurgitating management theory, this text will prove valuable for readers at any phase of their careers. **[2]**

CONCLUSION

All library professionals are blessed with subject knowledge and experience, usually the lacking part, which we come across, is the art of presenting ourselves in front of others. It would be possible if a library professional has thorough knowledge of management techniques and skills. A librarian, who has these techniques and skills, performs better efficiencies in his profession.

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