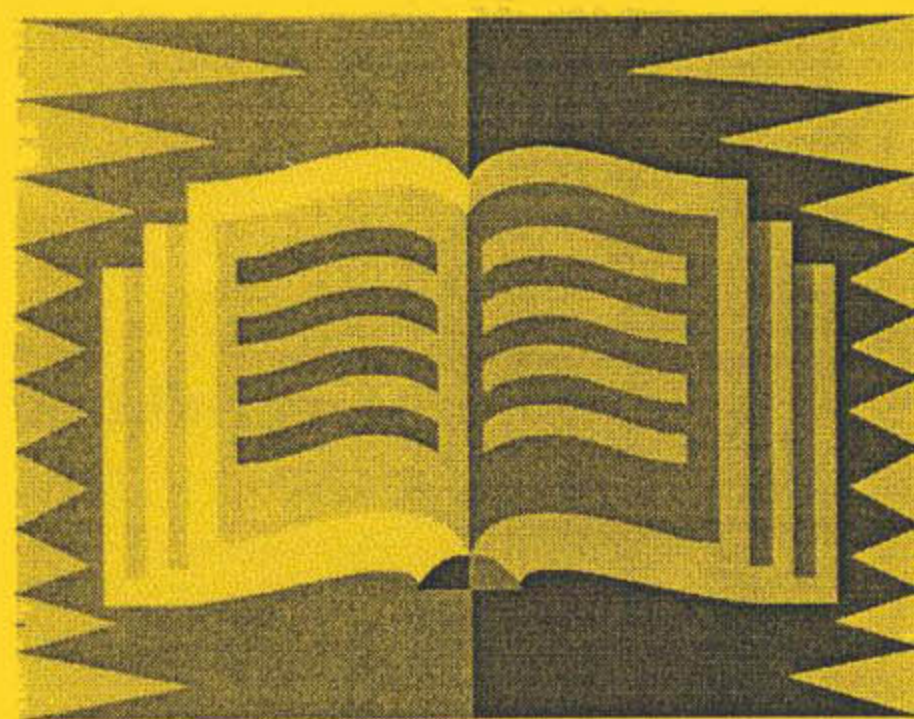


Ministry Of Education

Library Basics Workbook



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Introduction

This workbook is intended for persons who are interested in Library work but have limited knowledge. It focuses primarily on the basic information needed to set up and manage a traditional public library. The general principles stated here could apply to setting up libraries of all types.

What is a library?

Name four functions of a library

An Overview of Librarianship

Librarianship is one of the oldest professions in the world and adheres to high standards of professionalism. Gates (1990) provides a succinct definition of this word. He added that it “seeks to clothe a given area with standards of excellence, to establish rules of conduct, to develop a sense of responsibility...” (Herbert Blumer).

Persons with abilities and propensities for library work should strive towards making it a career. The profession is not limited to becoming a librarian only, but includes other interesting fields such as an information specialist, information system analyst, webmaster, and cataloguer.

To become a professional librarian, one must have a Master's degree in any of the following variant designations; M.A; M.L.S, M.S.L.S. (See Appendix D in Trainer's binder).

What are your career goals? (Give reasons)

Setting up a small Public Library

Activity 3

What are some preliminary steps involved in setting up a Public library in your community?

Library Services

Activity 4

Describe the library services offered at the public library in your community? Discuss other essential services that should be included.

Managing a Public Library

Activity 5

Discuss how the following contribute to efficient library management.

Mission, goals and objectives

Library Education and Staff Development

Job Descriptions
(pros and Cons)

Performance Appraisal forms

Budget Planning

Record Keeping

References