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Information centres management

Academic Year: (2022 / 2023)   **Review date: 20-05-2022**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: JORGE GARCIA-REYES, MARIA CARMEN

Type: Electives ECTS Credits : 6.0

Year : 4 Semester :

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Introduction to business administration (Academic Year 1)

OBJECTIVES

- Understand and know how an information center is managed and its basic functions
- Identify the management bodies of an information center and know its organizational structure
- Approach the way in which the information centers plan their services
- Understand the basic processes and management techniques related to personnel and the economic-financial resources of an information center
- Know the management evaluation methods and instruments
- Understand the methodologies to measure the economic and social value of the activities of the information center

DESCRIPTION OF CONTENTS: PROGRAMME

1.- Concept and types of information centers
2.- Organization and management bodies of the information centers
3.- Planning as a basis for management
4.- Management of human resources
5.- Economic and budgetary management
6.- Management evaluation
7.- Social and economic impact of the information centers

LEARNING ACTIVITIES AND METHODOLOGY

Acquisition of theoretical and practical knowledge (3 ECTS) through theoretical classes, teaching materials prepared by teachers, specialized readings and debates, as well as the personal study of students.
Acquisition of skills of skills (3 ECTS) through readings, case studies and practical exercises, to reinforce the theoretical knowledge acquired by students.

ASSESSMENT SYSTEM

IMPORTANT NOTE

Although the final grade is summative, it will be necessary to pass the final exam in order to pass the course.

The terms and conditions of the Ordinary and Extraordinary Convocation will follow the provisions of the "Regulations governing the continuous assessment processes in undergraduate studies, approved by the Governing Council in session of May 31, 2011".
Regulations available at:
https://www.uc3m.es/ss/Satellite/UC3MInstitucional/es/ListadoNormativas/1371206706530/Estudios_de_Grado
(Section Exams)

% end-of-term-examination:	60
% of continuous assessment (assigments, laboratory, practicals…):	40

BASIC BIBLIOGRAPHY

- Bryson, J. Técnicas de gestión para bibliotecas y centros de información, Fundación Germán Sánchez Ruipérez, 1992
- Evans, G.E. & Alire, C.A. Management basics for information professionals, Facet publishing, 2013
- Fleming-May, R & Mays, R. Fundamentals of Planning and Assessment for Libraries., ALA Neal-Schuman. , 2021.

- Hussey, L.K. & Velasquez, D.L. Library Management 101: A Practical Guide, Second Edition., ALA Editions., 2019

- Jorge García-Reyes, C. La gestión de los recursos humanos. En Tratado básico de Biblioteconomía, Universidad Complutense de Madrid, 2004. p.p. 437-450.
- Koizumi, Masanori. Inherent Strategies in Library Management. 1st Edición. , Chandos Publishing., 2017

- Lozano Díaz, R. La biblioteca pública del siglo XXI: atendiendo clientes, movilizando personas, Trea, 2006

- Moran, B. B., & Morner, C. J. Library and Information Center Management, 9th Edition., ABC-CLIO. , 2017

- Solimine, G. Gestión y planificación de bibliotecas, Alfagrama, 2010

- Vergueiro, W. & Miranda, A.C.D. Administraçao de unidades de informaçao, Editora da FURG Fundaçao Universidade Federal do Rio Grande , 2007

ADDITIONAL BIBLIOGRAPHY
- De la Mano González, M.; Albelda Esteban, B.; Pérez Morillo, M. y Romero Garuz, S. Nuevos instrumentos para la evaluación de bibliotecas: la normativa internacional ISO, AENOR, 2014
- It will be made available   as the course, progresses..

BASIC ELECTRONIC RESOURCES
- Gómez Hernández, J.A. . Gestión de bibliotecas: http://eprints.rclis.org/10372/1/Gestion_de_Bibliotecas_Gomez-Hernandez_2002.pdf