

## Human Resource Management's Managerial Functions in Library and Information Centres

**\*Mr. Kumaraswamy B H**

Librarian, Govt. First Grade College for Women, Chitradurga. Karnataka

### Abstract:

Managerial functions of Human Resource Management is very significant role in the field of library and information centres. This article deals with the information on planning, organising, direction and controlling systems in the library and information centres for doing their routine operations. And also deals with the libraries without adoption of these managerial functions in the library and information centres, their will be due the routine work. Hence, this paper deals with the managerial functions of HRM have highly significant methods, therefore every librarian and library manager don't neglect these components.

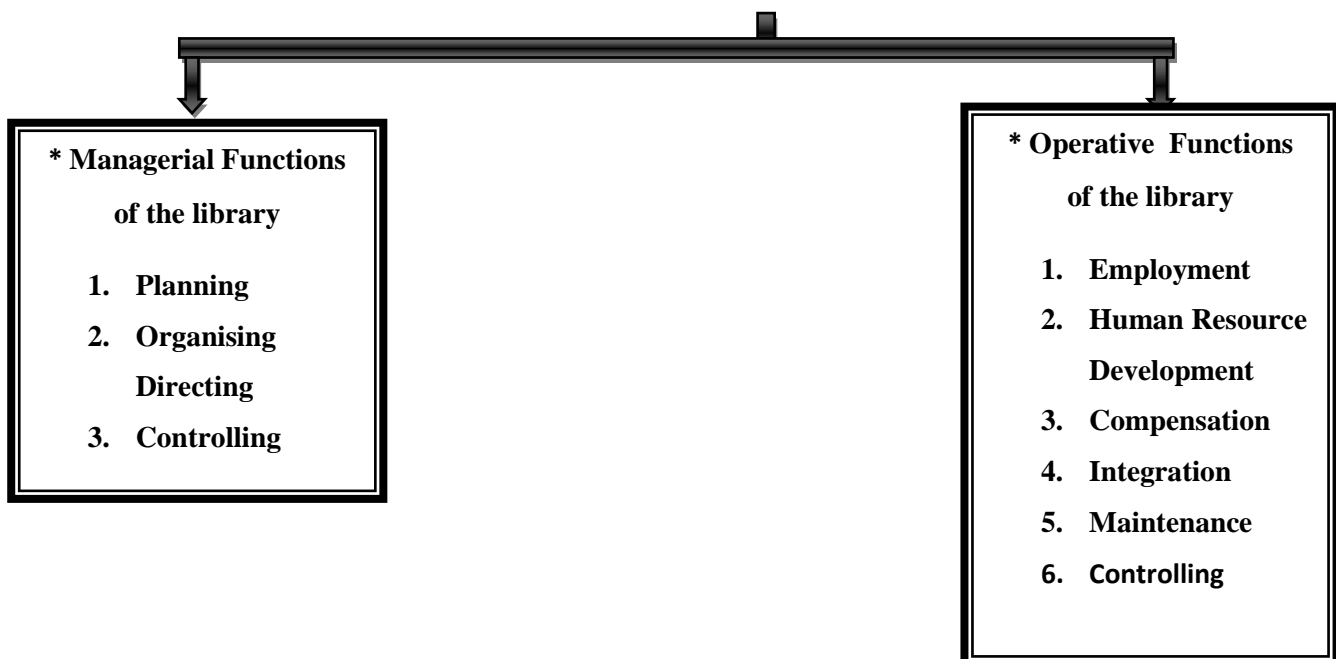
### Key words:

HRM, Resource Management, Planning, Organising, HRM in Library,

### Introduction:

The concept Human Resource Management is the most valuable asset of an organisation or institution. Planning of human resource has important managerial function. Human factor in the organisation is considered as 'Human Capital' of the organisation. HRM issues are handled in those libraries and their parent organisations. The book seeks to discuss the transition form the traditional personnel administration to an HRM approach of focusing on humans as a valuable resource at workplace and the implications. Significant human resources are becoming scarcer and management needs to be further knowledgeable about people related issues. However, many libraries do not have human resource specialists. The book tries to find out some problems and shortcomings as well. To the disadvantage of libraries, some others are aloof from HRM. Therefore, HRM's managerial functions are very needful to the every library management. Human Resource Management is a strategic activity which acquires, motivates, develops and manages the human resources of organisation. It is an attempt of special nature to develop to promote the satisfaction of needs, goals and objectives of the library and information centres. The functions of HRM can be broadly classified in to two categories, we can see in bellow chart.

### Chart-1- Showing function of HRM of library function of HRM



**Definitions:**

Following definitions are given an idea about the Humana Resource Management.

01. **Weill L. French** says that The Human Resource Management refers to “Philosophy, Polices, Procedures, and Practices related to the management of people within the origination.
02. **Stephen P Robbins** defined human resource as management “a process consisting of the acquisition development motivation and maintenance of human resources”.
03. According to **Flippo**-HRM are the planning, organising directing and controlling of the procurement development, compensation, integration, maintenance and reproduction, maintenance and reproduction human resources to the HRM end that individual, organisational and society objectives are accomplished.

Human resource ruse in Library and information fields Library and information science is a merging of me two fields library science and the information science” is associated with schools of Library and information science. Library science is a interdisciplinary or multidisciplinary subject field that applies the practise pass perceives and tools of management information technology. Education and other are as to Libraries the collection, organization presentation and dissemination of of Information resources and political economy of information.

To day we are living in the information explosion and information technology era human resource management is an important role in the Library field, without human pioneer in the Libraries, it is not success in their routine works. Hence, human power is very need to maintain and managing different types libraries. e.g. for acquisition of books, classification and arrangement of books cataloguing all information bar-coding, maintenance of reference and recording used, be circulation, OPAC, preparation of statistics, E-Procurement, letter corresponding, stock, classification, need and off or write off me books, preparation of annual report and related to after digital resources and sewing’s etc. At presently, Libraries are driven by the concept of globalisation. This concept lass forced the organisations to adapt a positive policy for the development of human resources in their work places. Unless the human for work which is a key factor connect work with equanimity of mind and body the organisation are bond to suffer. So, human resource management is very important role in the field of library and information science.

Human Resource Management of Library and information science is can’t aimed so many components, such as given bellow;

**1. Planning in LIS field:**

Planning is the means to manage change. A plane is a pre-determined course of action. Planning is the process of deciding the goals and formatting policies and programmes to achieve the goals and also it is called every yearly action plan of the library to supplement their operating budget, managers often secure findings through gifts and furnishing of constructing and designing of library building. After that it gives the information on how to manage and maintain the library? And other related components.

**2. Organising:**

Organising is the process of allocating duties. It is an important managerial activity by which management and material resources for the achievement of objectives of the particular this function of the librarian to carry on the work, co-ordination concept between librarian and his staff, responsibilities of librarian and his staff and other so on.

### 3. Directing:

Directing is the process of motivating, activating, leading and supervising people. According to this concept directing involves “determine the course of action. In this concept the librarian bring orders and instructions and providing dynamic leadership motivating concept with his related under staff called directing.

Thus directing function involves the following steps.

- Librarian is issuing orders and instructions to the subordinates.
- Librarian or information manager giving the subordinates the proper methods of doing library work.
- Library head or librarian supervising the subordinates to ensure that their works in confirmation with plan.
- Inspiring the subordinates for higher and emerging trusts of the library by suing various techniques of motivation etc.

### 4. Controlling:

Controlling involves cheeking verifying and comparing the actual results with standards or predetermined plans and also is essentials because, after planning, organising, directing, the personnel department has to verify it with standard plan. Controlling is essential for this purpose and also can be done through direct observation, supervision as well as looking into reports, records and holding audit of the library. It gives the information on determination of standard measurement of actual performance and other concepts of the library management. So, the concept of controlling is closely related to planning. The success of planning depends upon the controlling. The success of library planning depends upon the controlling. The most important feature of controlling is that it looks always forward. Therefore, librarian cannot control the past, but can avoid mistakes in future by taking actions in the light of past experiences.

### Conclusion:

The concept Human Resource Management is the most valuable component of the libraries. Planning of human resource has important managerial functions for library management. For very library daily doing the work depends upon human resource management’s managerial function of planning, organising, directing and controlling. Without these function every librarian not completed in his designation. So, these are very important to each and every library and librarian.

### Reference:

1. Robet M. Hayes: Models for library management decision-making, and Planning, Academic press, Los Angeles, 2001.
2. Appannaiah H R: Human resource management, Himalaya publishing house, Bangalore, 2015.
3. Baligar G B: Human resource management, Ashok publication, Hubli, 2010.
4. Rathana Jyothi M: Human resource management in libraries, Pearl books, New Delhi, 2015.
5. Gordon, Moran: “Ethics: the professional challenges”, *Business Information Review* 19, 2002