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## **Project Management Ethics Applied In Library And Information Science To Provide Effective Service In Public Libraries: A Study**

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***Abstract:***

*To study about project management methods, Techniques and how to implement in library field to reduce the problem which occur commonly with the user's satisfaction services and reduce the loss of materials by means of money as well as resources, same time import modern techniques to facilitate the demands of the users. Library field people.*

*All are professionally qualified so they can easily understand the problems and find out the solution immediately ,so the period of project time is less than that the other organization , because of the less communication gap among the librarians, parallel processing work also possible to do in this field. When compared to other fields, library fields' stands alone to full fill the project management techniques. Projects can be viewed as having four essential elements: a specific timeframe, an orchestrated approach to co-dependent events, a desired outcome, and unique characteristics*

### **1.Introduction**

Library department is a non profit organization so we must consider each and every thing in economic and useable way. For that we are in condition to plan it in scientific methods, for that PROJECT MANAGEMENT techniques will definitely helps us many ways the following points that we are going to discuss as below. According to fifth law of library science is “Library is a growing organism” so we are in condition to develop each and everything in scientifically, for that we are in condition to adapt the project management techniques. An individual who has the responsibility for overseeing all aspects of the day-to- day activities in pursuit of a project goal, including coordinating staff, allocating resources, managing the budget, and coordinating overall efforts to achieve a specific, desired result.

### **2. Definition**

“Project is a unique set of co-coordinated activates, with definite starting and finishing points, undertaken by an individual or organization to meet specific objectives within defined schedule, cost and performance parameters”.

### **3.Objectives**

- To know the six honest serving-men; their names are what and why and when and how and where and who about project management.
- To implement in library science filed.
- To need for LIS profession too.

### **4. Project Management**

Project Management technology is used for ending programs not for the continuous programs even though the library fields mostly all the activities are never end programs. So we apply the techniques all because of the updating facilities both in resource and service could be appreciable one.

This may involve dealing with matters ranging from the procurement of staff, materials and services, to freight, customs coordination, telecommunications, labor relations, logistics, information technology, government liaison, venue booking, scheduling, operations management, mending delay problems and workplace safety.

#### 4.1. The Program Management Cycle

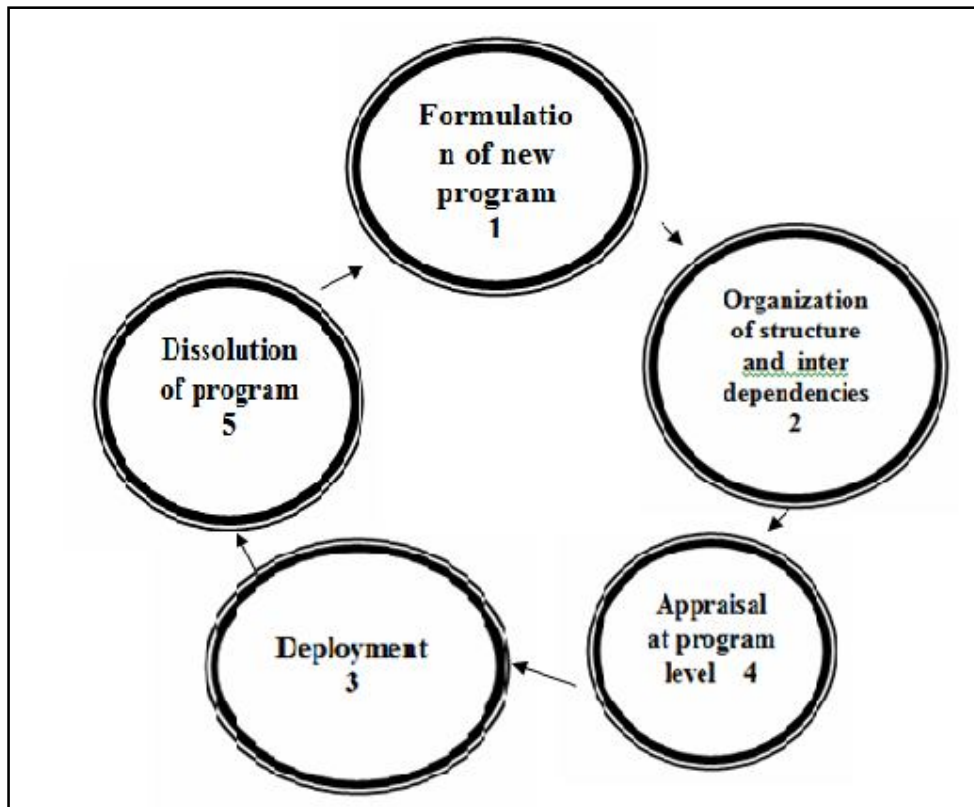


Figure 1

Each and every problem has its own solution, so we people can identify it; plan it, for that only way to achieve for the better results. The above diagram shows the main steps to solve it by using the project management techniques.

#### 4.1. Why We Need PM

Good planning only leads our potential in effective and efficient way that is why we need project management.

#### 4.2 When We Need PM

In particular area, within the time frame limit we want to improve the quality of service (whatever it may be) we have to choose the project management techniques alone.

#### 4.3. How we need PM

“Right job is given to the Right person”. We are in condition to do that particular job done in particular time with expect quality means we have to ready to work for that, in that case, we also have the capable to identify the right worker to fit for that job. In the same track we also find out the sources of income to full fill our dreams.

#### 4.4. Where We Need PM

Wherever we need to implement our new ideas or advance techniques there we have to imply a project management technique is more suitable, because the project management ethics are simple to follow for the complete one i.e., ends projects. Most of the service oriental organizations like public sectors are found to get a solution for their issues, such as public libraries.

### 5. Soul Of Project Management

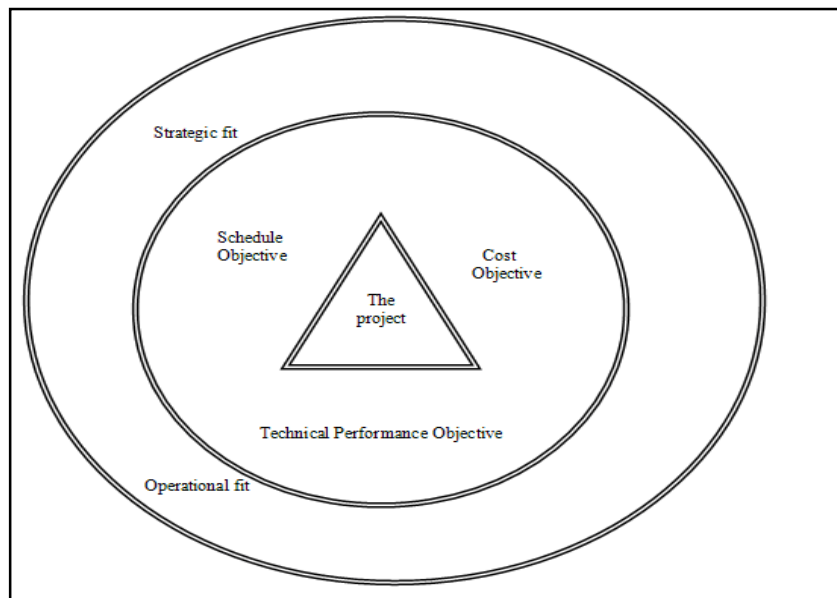


Figure 2

The above diagram shows that each and every project must be plan technically analysis both the period and economic aspect in same level. The next final level it would be correlated to the operational satisfied as well as the way would be presented must be aim full.

### *5.1. Project Management Concepts*

- It must get completed.
- It must be completed within budget.
- It must get completed within allocated time,
- It must perform to satisfaction

Project Management meets these demands, the success, however, can be achieved only through people. To that extent the principles of general management must apply to project management also. What makes project management different is its approach to task which besides its specification is fully bound by time, cost and performance targets.

### *5.2. Step In Project Management*

To use Project Management the first step needed is to create a project. This is possible even in a routine situation. To exemplify when a maintenance organization involved in routine maintenance decides to go for scheduled maintenance a scope for using the project created. The organizations can install a project manager who may take the following steps;

- Projects maintenance work as much as possible in create a number of projects such a daily, weekly, monthly, quarterly, biannual and annual maintenance of the entire plant.
- Set cost and time targets for each of these projects, ie daily weekly monthly maintenance
- Matrix with the maintenance department which will now provide maintenance still including labor and supervision. The maintenance department may be responsible for breakdown and running maintenance.
- Line-up vendors and contractors for supply of materials and erection skills.
- Matrix and co-ordinate with other departments for preparation of drawing, specifications and procurements of materials.
- Monitor and control these projects using schedules, budgets and contracts.

### 5.3. Project Managers Authority

A project manager must make decisions to guide the actions of others. The authority required in project management is for dealing with:

- Project Scope
- Project goals
- Project execution mode.
- Project organization
- Project purchase
- Contracts, contractors and consultant
- Project technical performance
- Project schedules and budgets
- Fund and other resources
- Project personnel
- Public/ Shareholders
- Project environment
- Management systems and procedure
- Project performance review.

### 6. Typical Functional Project Structure In Library Professional

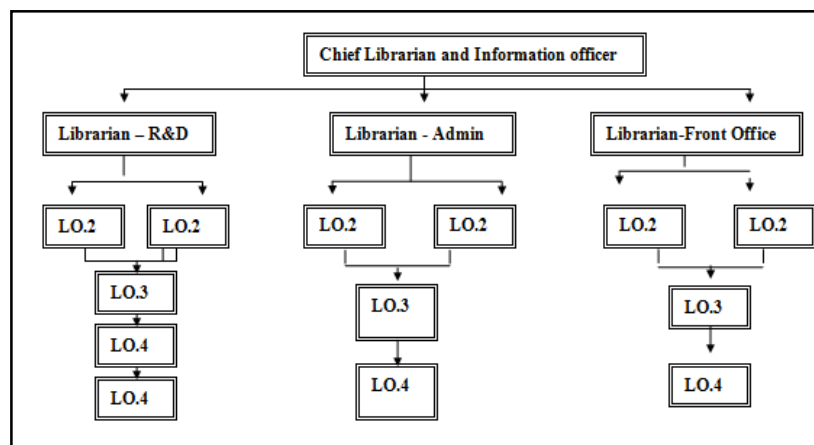


Figure 1

- LO.2- Assistant Librarian and information officer
- LO.3-Librarian and information Assistant Grade -I
- LO.4 Librarian and information Assistant Grade -II

The functional structure, also called the traditional or classical structure by our father of library science Dr. S.R.Ranganathan. People are grouped by discipline and their level of authority in a top-down hierarchy. The focal point and commitment instead lie with the function rather than with the internal or external users of library. The above illustrates how a project can be organized within a functional structure. The people within the level of LO3, LO4 are project members. The project co-ordination is carried out by the functional librarians by respective departmental heads. Please note that the figure does not show the full structure of the organization but only the project relevant parts. Depend upon the purpose each and everything is designed the functionally structured chart for the different segments of the project are usually delegated to the respective functional units.

#### *6.1.Possible Project Players*

The following are the types of participants you may encounter in the course of a project:

##### 6.1 .1.Director (Authorizing Library Officer)

Initiates the project. (Often called a sponsor, an unfortunate term, since after initiation, many "sponsors" offer very little sponsorship for example RRLF and LLA funds ).

##### 6.1.2.Publishers

Typically someone like a senior manager, Library developer, library users or other involved Association

##### 6.1.3.Work Manager( Library And Information Assistant )

Responsible for planning activities within projects and servicing requests.

##### 6.1.4.Administrative Manager( Librarian And Information Officer )

Tends to the staff by assuring that standard activities, such as training, vacation and other planned activities are in the schedules.

#### 6.1.5. Project Manager (Assistant Librarian And Information Officer )

Initiates, then scopes and plans work and resources. Team Member A staff member who performs the work to be managed.

#### 6.1.6. Library Software Developer

Helps install, run, and apply software. Project head Supervises one or more project managers.

#### 6.2. *Why We Need This in Library science Profession*

- To provide excellent user services when covering circulation and references desks.
- Give instructional guidance to user, including use of computerized and manual index tools and catalogs.
- Focus interactions on empowering and instructing user while creating positive relationships.
- Address reference questions by demonstrating proper Internet and Printed Resources
- Plan and present regular community education programs.
- Record incoming periodicals and journals on Computerized System and strip resources for security.
- Compile statistics on door counts, circulation, photocopies, and reference activities.
- Serve on Acquisition Committee and provide quarterly and annual recommendations to Budget Committee.

#### 7. *Tools of Project Management*

Project management has a special set of techniques. But project management like any functional management is not technique only. The techniques are the scientific part of management but then there is also the art and politics of management and out could ignore them only to ones peril. For quite some time project management was equated with PERT/CPM but it did not take long for them to get disillusioned. This should not mean that PERT/CPM has failed. What it really reflects is that it would be totally



amateurish to assume that techniques however powerful and versatile could scientifically deal with issues of management which are non-scientific in nature.

What the scientific part of management and scientific techniques lack is human wisdom, which one may like to term as the art and politics of management. The scientific techniques will only tell what is right, but it will require right understanding of the organization, the people in the organization the mood of the people, an uncanny sense of what will of and what will not and a good sense of timing to achieve its right implementation. The techniques, therefore, may provide only as to what is to be done but it will require additional knowledge as to how it should be done and get it done through people. The techniques have no answer for the same. It can be learnt only through practical experience. These can be broadly grouped under the following heads:

#### *7.1. Project Selection Techniques*

- Cost benefit analysis and
- Risk and sensitivity analysis
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#### *7.2. Project Execution Planning Techniques*

- Work breakdown structure (WBS)
- Project responsibility matrix and
- Project execution plan (PEP)
- Project management manual

#### *7.3. Project Scheduling And Coordinating Techniques*

- Bar charts
- Life cycle curves
- Line of balance (LOB) and
- Networking techniques (PERT/CPM)

#### *7.4. Project Monitoring And Progressing Techniques*

- Progress measurement techniques (PROMPT)
- Performance monitoring technique (PERMIT) and
- Updating, reviewing and reporting technique (URT)

#### *7.5. Project Cost And Productivity Control Techniques*

- Productivity budgeting technique
- Value engineering (VE) and
- COST/WBS

#### *7.6. Project Communication And Clean-Up Techniques*

- Control room and
- Computerized information systems.

### **8. Where PM Would Be Apply In LIS Profession**

Major Areas We applies Project Management Technique in Library; which is given department area wises as follows.

#### *8.1. Building*

- Interiors Plan.
- Architectural plan

#### *8.2. Acquisition Control*

- Book Material
- Periodicals
- Electric and Electronics
- Internet
- MOU
- Consortiums

#### *8.3. Working Hours*

- Shift Bases
- 24 hours Services

#### *8.4. Security Control*

- Day Shift
- Nights Shift

### *8.5. House Keeping*

- Both In and Outside

### *8.6. Reference Desk Control*

- Satisfaction to answer the queries
- User Awareness

### *8.7. Annual Report*

- Statistical Data
- Visitors Details
- Circulation
- Photocopies
- Reference activities
- Payroll control
- Balance Sheet Preparation
- List of Past Events

## **9. Job Evaluation And Incentives**

Needs of job evaluation, job analysis, data Source, job evaluation methods such as ranking method, grade description method, Point system and factor comparison method, hybrid system. Incentive-definition and concept, incentive and productivity relation, types of incentives such as financial, non financial. Individual and group incentives, pre requisites for incentives, characteristics of a good incentives plan for all this we need to apply project management techniques.

## **10. Conclusion**

The culture existing between Project management and Research and development, Research and development tends to resent interference from Project management; some members of Research and development view Project managers as less valuable than scientists. Product management naturally resents the appraisal and also feels frustrated by Research and development inaccessibility and the barriers created by technical jargon. According to the law “Right job given to the Right person at right time” without proper planning knows one could not able to success. So this title discussed lot about to

how to plan a project, how to execute through people, without loss of human energy and time. Project management ethics is applied not only in library field we can also apply wherever we need such as service oriented. So we are the professionals to plan it before to avoid any loss or in the sense of bad credits from the library users and also from the hirer officials, Job satisfaction. Job satisfaction and user satisfaction would be focused by project management techniques alone.

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