



Bachelor of Library and Information Science
Faculty of Adab and Humanities
Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Library Management
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6025123
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	4 th
Module Coordinator(s)	Fahma Rianti, M.Hum
Lecturer(s)	Fadhilatul Hamdani, M.Hum
Language	Indonesian
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, classroom discussion, and p
Workloads	1 SKS equivalent to: In Class Lectures: 50 minutes per week Independent Assignment: 60 minutes per week Structured Assignment: 60 minutes per week
Credit Point	4 SKS or 6 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	1. Respect the diversity of cultures, views, religions and beliefs, as well as the original opinions or findings of others (S5) 2. Demonstrate a responsible attitude towards work in their field of expertise independently (S9) 3. Internalize the spirit of independence, struggle and entrepreneurship (S10) 4. Master the theoretical concepts, methods and analysis tools of management functions (planning, implementation, monitoring, evaluation and control) in libraries, archives and other information institutions (P4) 5. Able to demonstrate independent, quality and measurable performance (KU2) 6. Able to make appropriate decisions in the context of solving problems in their field of expertise, based on the results of information and data analysis (KU5) 7. Able to maintain and develop working networks with supervisors, colleagues, colleagues both inside and outside the institution (KU6)

	8. Able to carry out a self-evaluation process for work groups under his/her responsibility, and able to manage learning independently (KU8)
Content	1. Qur'anic Values in Library Management 2. Management Theory 3. Management Function 4. Management Strategy 5. Librarian competency 6. HR Management 7. Types and Functions of Libraries
Examination forms	Essay, Paper, Drafting of the strategic plan, Library activity projects.
Study and examination requirements	The final mark will be weighted as follows: 1 Final Examination 40% 2 Mid-Term Examination 30% 3 Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer
Reading list	1. Hussey, Lisa K & Velasquez, Diane L. 2019. <i>Library management 101 : a practical guide</i>. American Library Association : Chicago 2. Prytherch, Raymond John (editor). 2017. <i>Gower handbook of library and information management</i>. New York: Routledge 3. Narayana, G.J. 1991. <i>Library and information management</i> /G.J. Narayana. New Delhi : Prentice-Hall 4. N, Sutarno S. 2006. <i>Manajemen perpustakaan : suatu pendekatan praktik</i>. Jakarta: Sagung Seto 5. Stoner, A.F., Freeman, R. Edward, & Gilbert, Daniel R. 1996. <i>Manajemen</i>. Jakarta : Prenhallindo 6. <i>George R. Terry - Leslie W. Rue. 2020. Dasar-dasar manajemen. Bumi Aksara.</i> 7. <i>Saleh, Abdur Rahman. 2019. Manajemen Perpustakaan. Jakarta: Universitas Tebuka</i> 8. Priyono, Darmanto/ 2018. <i>Manajemen Perpustakaan</i>. Bumi Aksara 9. Rahmah, Elva, & Erlianti, Gustina. 2019. <i>Manajemen Perpustakaan</i>. Raja Grafindo Persada 10. Robbins, Stephen P. 2016. <i>Manajemen</i>. Erlangga 11. Hafidhuddin, Didin. 2005. <i>Manajemen Syariah dalam Praktek</i>. Gema Insani Press

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