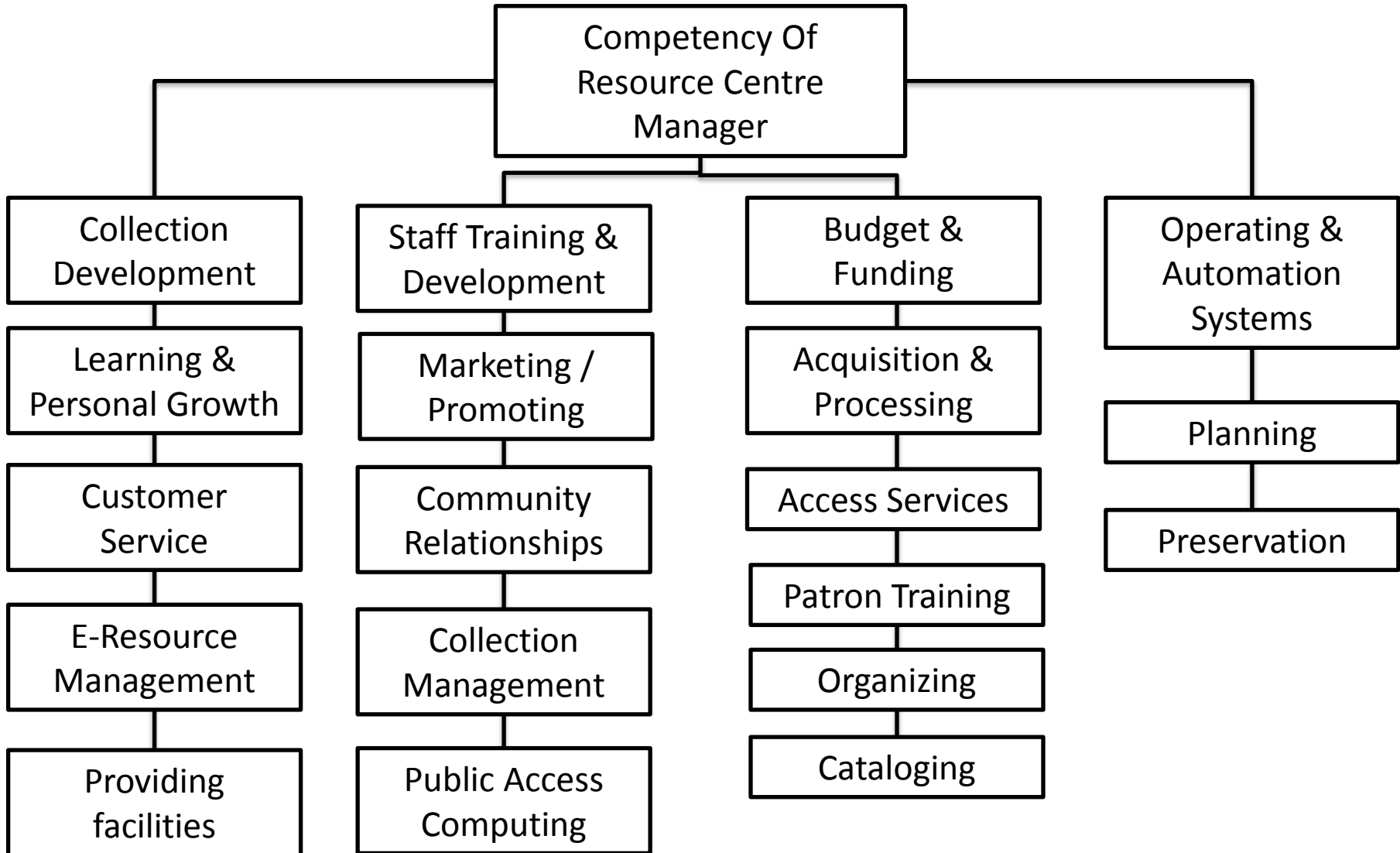


ORGANIZATION & ADMINISTRATION OF RESOURCE CENTER

MPT 1233

COMPETENCY OF RESOURCE CENTRE MANAGER



Planning

- The planning involve everything in resource centre
- Resource centre manager should have overall planning skills about resource centre involving all aspects in terms of collection of readings, staff, activities, promotions and etc.

Budget & Funding

- Resource centre manager should know the budget allocated for resource centre
- The budget competencies are interrelated with most other competency.
- resource centre manager should plan the estimated annual income and budget for annual expenditure
- This is intended to ensure that expenditures do not exceed revenues

Community Relationships

- resource centre managers need to demonstrate good values to the community and develop relationships to promote a resource centre used by the public
- resource centre manager can also get help from the community, whether in terms of financial resources or supportive.

Collection Development

- collection development skills among managers are essential in resource centre
- resource centre manager should know the appropriate collection that should have in order to attract customers
- collection of reading materials should be suitable for all levels of customers and up to date

Collection Management

- all collection of reading materials must be managed well
- material accessible to customers
- all material recorded in the stock book for the purpose of monitoring and supervision
- placed in an easily accessible to users and materials borrowed are recorded

Preservation

- materials should be maintained and damaged materials should be repaired
- materials that can not be repaired can be written off

Cataloging

- all materials must be catalogued for the purpose of facilitating users to achieve material and facilitate the search for

Operating & Automation Systems

- resource centre manager should skilfully handle automation that are available in resource centre order to facilitate training of other staffs to operate

Marketing / Promoting

- promotion and marketing are skills that are essential for resource centre manager
- resource centers need to be advertised to attract the customers

Patron Training

- managers have to train consumers how to use the resource centre,
- how to obtain reading materials suitable to their needs

Staff Training & Development

- resource centre staffs should be trained in how to manage a resource centre
- How to manage and control the circulation of reading materials

Customer Service

- This is a very important skill for a resource centre manager to provide good services
- Excellent services will attract consumers to continue use the resources in the future

E-Resource Management

- All the materials available online should be managed well.
- These skills should be possessed by a resource centre
- Manager should ensure that the materials are up to date and easily accessible

Other skills will be explained in my lecture.

Thank you