

## **ADMINISTRATION & MANAGEMENT**

A Specialization in the Masters in Library and Information Science Degree  
Graduate School of Library and Information Science  
Dominican University

### **Introduction**

Administrators and managers typically work in any type of library, information, or knowledge management center. The main focus of administrators and managers is planning for and operating the organization in both the short and long term. The size of the library can determine what kind of skill set is needed for a career as an administrator. For example, in a medium size public library that serves a community of approximately 25,000 to 100,000 in population the director is also the facilities, outreach, and fund raising manager.

A useful source for information about administration and management is on the web site of Library Administration and Management Association (<http://www.ala.org/lamahometemplate.cfm?Section=lama>).

### **Competencies**

The competencies that an administrative librarian should possess and exercise mirror those of other librarians, but particular emphasis should be on the following:

- Understanding the purpose of given library, information, and knowledge organizations.
- Management and administration of libraries, information, and knowledge management centers
- Acquisitions and collection development
- Human resources
- Planning and evaluation of services
- Financial planning, budgeting, and accounting
- Marketing and public relations
- Facilities management
- Technology as it applies to libraries

### **Courses**

#### **GSLIS CORE (12 CREDITS-4 CLASSES)**

LIS 701 Introduction to Library and Information Science

LIS 703 Organization of Knowledge

LIS 704 Reference and Online Services

LIS 899 Capstone Course

#### **REQUIRED MANAGEMENT COURSE (3 CREDITS-1 CLASS)**

LIS 770 Management of Libraries and Information Centers

**Strongly Recommended Course (1 course – 3 credits):**

LIS753: Internet Fundamentals and Design

**Specialized Library Elective (1 course – 3 credits):**

LIS771: Public Libraries

LIS772: Academic Libraries

LIS774: Special Libraries

LIS775: Archival Administration & Services

LIS776: Music Librarianship

LIS778: Theological Librarianship

LIS780: Health Sciences Librarianship

LIS788: Law Librarianship

**Electives (5 courses – 15 credits):**

LIS716: Communication for Leadership

LIS721: Library Materials for Children

LIS722: Library Materials for Young Adults

LIS740: Reference Sources in the Humanities

LIS741: Reference Sources in the Social Sciences

LIS743: Reference Sources in Business & Economics

LIS744: Government Information Resources

LIS748: Collection Management

LIS755: Information Policy

LIS761: Public Relations

LIS762: Literacy & Library Involvement

LIS769: Research Methods

LIS779: Planning and Equipping Libraries

LIS787: Law Librarianship

LIS781: Reference Sources in Health Sciences

LIS787: Legal Information Sources

LIS791: Organizational & Multicultural Communication

LIS799: Practicum

LIS802: Project Management