Time and Motion Study

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Time and Motion Study

- Time and motion study is a work measurement technique for recording the times of performing a certain specific job or its elements carried out under specified conditions.
- For analyzing the data so as to obtain the time necessary for an operator to carry it out at a defined rate of performance.

Functions of Time and Motion Studies in Libraries

- Establish work standards in libraries.
- Set expectations which are fair to both employee and Library.
- Identify sources of error and difficulties.
- Improve existing processes, tools or work environments of library.

Application of Time and Motion Study

- Determining schedules and planning of work.
- Determining standard costs of a particular work.
- Estimating the cost of a product before manufacturing it.
- Determining machine effectiveness.

Time and Motion Study EquipmentTime study formsA study board A stop-watch

- Other Equipments
- Audio and Video Tape recorder
- Stationary
- Equipments related with particular field.

Preparing for a Time Study

- The steps in the process studied must already be standardized e.g. sequences have been determined.
- All the information about staff members should be available in library.
- Operator must be fully qualified, trained, and acquainted with standardized process being studied.
- Must inform supervisor and department head.
- Make sure all materials are available for the process.

Procedure of Time and Motion Study

- Secure and record information about the operation and operator being studied.
- Select operators
- Divide the operation into elements and record a complete description of the method. (before you start study)
- Assign particular work to operators
- Observe operators performing task record time taken for each element.
- Rate the operators performance.
- Determine appropriate work standards.

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