

QP Code: 22/PT/12/V

**POST-GRADUATE COURSE**

**Term End Examination — June, 2022/December, 2022**

**MASTER OF LIBRARY & INFORMATION SCIENCE**

**Paper-V : MANAGEMENT OF LIBRARY AND  
INFORMATION CENTRES**

Time : 4 hours ]

[ Full Marks : 100

Weightage of Marks : 80%

**Special credit will be given for precise and correct answer. Marks will be deducted for spelling mistakes, untidiness and illegible handwriting.**

**The figures in the margin indicate full marks.**

**GROUP – A**

Answer any **two** of the following questions : 18 × 2 = 36

1. Who first designated 'administration as a discipline'? What are various categories of activities in any library? How far principles of management are applicable in a college library? 2 + 8 + 8
2. Discuss the importance of 'human relation approach' in information organization for achieving its objectives. 18
3. What is the importance of library budget? Describe various methods of budget preparation. Prepare a budget of a university library and give a format of budget. 4 + 6 + 8
4. Define decision making. What is flow process? Who identified essential steps of flow process? What are those steps? 4 + 4 + 1 + 9

**GROUP – B**

Answer any **three** of the following questions : 12 × 3 = 36

5. What are administrative records of a library? Prepare a stock register and stock report. 3 + 3 + 6

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6. What are various resources of a district public library ? Prepare a bargraph showing average annual growth of library collection from 2012-2022. Prepare a table showing issue and return details of text books of a college library from Monday to Saturday. 2 + 5 + 5
7. What do you understand 'organizational climate' ? What are the elements of human resource development climate ? Describe human resource development process of a library. 3 + 4 + 5
8. How staff participation may be achieved in a library ? What are the steps of management technique to be taken for staff participation ? 6 + 6
9. Distinguish between collection development and collection management. What are the principles and policies for collection development programme to be taken in a school library ? 5 + 7
10. Prepare library policies, rules and regulations of any university library system. 12

**GROUP – C**

Write short notes on any **four** of the following :

7 × 4 = 28

11. Librarian as an administrator
  12. Performance evaluation system
  13. Internet
  14. e-library
  15. Content of annual report
  16. Library as a system
  17. Collection maintenance
  18. Library expenditure.
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