

Question Bank for PG Course
Master of Library & Information Science

Paper-V (New/Old)

Management of Library and Information Centres : MLIS-V (NEW/OLD)

1. Define Management. Distinguish between Administration and Management.
2. Discuss the principles of Management as uttered by Henry Fayol.
3. What do you mean by scientific management ? Do you think that principles of scientific management should be followed in Library environment?
4. What role a library manager has to perform as discussed by H.Mintzberg?
5. Define the term Planning. Discuss the essential criteria of Planning.
6. Define library statistics. What are the importance of Library statistics?
7. Suppose you are appointed as a Librarian in your institution, what essential rules would you design for smooth function and working of your library?
8. What is Annual report ? What are the contents of annual report?
9. What are the different departments a library should have ?
10. State different activities a stack department should perform.
11. Define Library Budget. Discuss the different methods of preparation of library budget.
12. Define Job Description. State the model of Job description with an example.
13. What is induction and orientation ? What advantage does it serve ?
14. Define the term : a) Professional staff , b) Semi professional staff c) Supporting staff
15. What is performance evaluation system ? What are its key elements ?
16. Discuss the changing role of Librarian as an information provider ?
17. Distinguish between Time and Motion study.
18. Are collection development and collection maintenance synonymous terms ?
19. Define the term "Selection". What different procedure a Library should adopt for selection of candidate in the department?
20. What are the essential sources of finance in a college libraries and public libraries?
21. What is collection maintenance ? How will you perform the work of collection maintenance in the library ?
22. Define the term : A) Staffing , B) Reporting C) Coordinating D) Directing
23. What are different types of resources that are used in libraries ?
24. What is per capita methods and method of details?

25. In which of the following places accession number and class number should be recorded in a document?
26. What is authority file ? What purpose does it serve ?
27. Design the General structure of Library rules and regulations with an example.
28. Define the terms : Compact storage & Bracket shelving.
29. What jobs a technical department should perform ? State with examples.
30. Define Line function.