

POST-GRADUATE COURSE
Term End Examination – Dec., 2013 & June, 2014

**MASTER OF LIBRARY AND
INFORMATION SCIENCE**

**Paper-V : Management of Library and Information
Centres**

Time : Four Hours

Full Marks : 100

(Weightage of Marks : 80%)

Special credit will be given for accuracy and relevance in the answer. Marks will be deducted for incorrect spelling, untidy work and illegible handwriting. The weightage for each question has been indicated in the margin.

GROUP – A

Answer any **two** of the following questions :

18 × 2 = 36

1. Discuss Henri Fayol's principles of management and indicate their significance in effective management of libraries and information centres.
18
2. What do you mean by budget ? What are the objectives of a library budget ? Enumerate the methods of preparation of library budget. Discuss any two methods of budget preparation.

3 + 3 + 3 + 9

3. Discuss the human resource development climate and its impact on library management. 18
4. State the importance of principles and policies for collection development programmes. 18

GROUP – B

Answer any **three** of the following questions :

12 × 3 = 36

5. Discuss the management functions of an organisation as described by Gulick and Urwick. 12
6. Discuss the importance of library statistics. How it can be used as library management tool ? 6 + 6
7. State the salient features of the resource management strategy. 12
8. Discuss the methods of accommodating the ever-increasing collection in a library. 12

9. Discuss the changing role of librarian as information provider. 12
10. Do you think that annual report is an essential library management tool ? Justify your answer. 12

GROUP - C

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

$$7 \times 4 = 28$$

11. Human relation and participation approach.
12. Library rules and regulations.
13. Activities of the stack department.
14. Sources of library finance.
15. Job analysis and Job description.
16. Performance evaluation.
17. K R Information on Disk.
18. Library personnel.