

POST-GRADUATE COURSE
Term End Examination – Dec., 2014 / June, 2015
MASTER OF LIBRARY AND
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 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 the management principles of Henry Fayol. How far those can be applied in library and information centres ? 12 + 6
2. Discuss the importance of library statistics as management tool. 18
3. Effective human resource planning is a crucial job in the library system. — Discuss the importance of human resource planning in the light of the statement. 18

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4. Distinguish between collection development and collection management. State the importance of principles and policies for collection development programmes. 6 + 12

GROUP – B

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

12 × 3 = 36

5. Discuss various important managerial functions and indicate their significance in effective library management. 12
6. What is decision making ? Discuss various factors to be considered in the decision making process of a library. 3 + 9
7. Discuss the entire procedure, starting from procurement of library documents up to making them ready for the users. 12
8. Mention different types of budgets. Explain the factors to be taken into consideration for formulating a budget. 4 + 8

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9. Define performance evaluation. Discuss the purpose and standard of performance evaluation.

4 + 8

10. Discuss the methods of accommodating the ever-increasing collection in a library. 12

GROUP – C

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

7 × 4 = 28

11. Library rules and regulations.
12. Classical theory of management.
13. Annual budget.
14. Strategic planning.
15. In-service training.
16. K. R. Information on Disk.
17. Library Personnel.
18. Power, Authority and Delegation.

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