**POST-GRADUATE COURSE**

**Term End Examination – Dec., 2015 / June, 2016**

# 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 Henry Fayol's principles of management and indicate their significance in effective management of libraries and information centres.

18

2. Explain the factors to be taken into consideration for formulating library budget. Enumerate the different methods for the preparation of budget.

8 + 10





3. What are the objectives of human resource management ? Discuss human resource development climate and its impact on library management. 9 + 9

4. What is collection management ? How it differs from collection development ? Discuss the methods of accommodating the ever-increasing collection in a library. 4 + 4 + 10

## GROUP – B

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

12 × 3 = 36

5. Discuss the management functions as described by Luther Gulick in respect of library management. 12

6. Explain modern management policy and mention the basic principles of it. 4 + 8

7. Discuss the importance of library statistics as management tool. 12

8. Performance evaluation of library personnel is an ongoing and continuing activity. — Explain the statement. 12

9. Discuss the changing role of librarian as information provider. 12

10. Discuss 'Job analysis' and 'Job description' in respect of library management. 12

**GROUP – C**

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

$7 \times 4 = 28$

11. Library Administration and Management.

12. Library Rules and Regulations.

13. Strategic Planning.

14. Induction and Orientation Programme.

15. Activities of Processing Department.

16. Decision Making in Library Management.

17. Power, Authority and Delegation.

18. Annual Report.



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