POST-GRADUATE COURSE

Term End Examination – June, 2017

MASTER OF LIBRARY AND INFORMATION SCIENCE

Paper-V : Management of Library and Information Centres

(New : From July 2016 Enrolment Session
Old : Up to July 2015 Enrolment Session.)

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 functions as described by Luther Gulick. 18

2. a) What do you mean by annual report of library ?

   b) What are its functions ?

   c) Frame the structure of an annual report mentioning various items of information to be included in it. 3 + 5 + 10

3. Discuss the objectives and functions of human resource management in library and information centres. 18

4. a) Distinguish between collection development and collection management.

   b) 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. a) State the functions of library rules and regulations.

   b) Draft a model rule for a public library. 6 + 6

6. a) Mention the management principles of Henry Fayol.

   b) How far these principles can be applied in library and information centres ? 4 + 8

7. a) What is meant by collection maintenance ?

   b) How would you accommodate the ever-increasing collection in a library ? 6 + 6

8. Discuss in brief the purposes of performance evaluation in a library. 12

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

10. a) State the importance of planning in library management.

    b) Discuss the characteristics of different types of planning. 6 + 6

GROUP – C

Write short notes on any *four* of the following : $7 \times 4 = 28$

11. Human relation and participation approach.

12. Utility of library statistical report.

13. Shelving method.

14. Types of library budget.

15. Induction and orientation programme for library personnel.

16. Objectives of resource sharing.

17. Library Administration and Management.

18. Activities of processing department.