POST-GRADUATE COURSE

Term End Examination – June, 2018

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. How seven essential steps of "flow-process" as propounded by John F. Mee can be adopted in the library to make it continuously result oriented ? 18

2. Give brief description of various records in a library. 18

3. What is an electronic library ? What are its objectives ? Explain the factors to be taken into consideration while organizing electronic resources. 4 + 8 + 6

4. Why library budget is required ? Explain various methods of budget preparation in a library with example. 4 + 14

GROUP – B

Answer any *three* of the following questions :

12 × 3 = 36

5. What are the factors on the basis of which administrative decisions of a library are taken ? Describe in brief all activities of a library. 6 + 6

6. What are the objectives of human resource management ? Elucidate human resource planning. 6 + 6

7. Discuss the importance of library statistics. Discuss the process of developing a statistical report of circulation section of a library. 4 + 8

8. What is performance evaluation ? What are the purposes of performance evaluation ? Provide a brief account of performance evaluation system.

4 + 4 + 4

9. Discuss elaborately the purpose of job description in a library. 12

10. What are various types of resources in a library ? Discuss the relationship between library administration and library management. 12

GROUP – C

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

11. Collection management

12. Job analysis

13. Contents of annual report

14. Decision making in library management

15. Management function

16. Esprit de corps

17. Strategic planning

18. Induction and orientation programme for library personnel.