

Total No. of Printed Pages : 3

M.Lib./II/01

Roll No.

**M. Lib. & Information Sc. (Sem. II)
Examination - 2010**

LIBRARY AND INFORMATION SCIENCE

Paper : V

(Library Management)

Time : Three hours]

[Full Marks : 70

*[Write your Roll No. at the top immediately on the
receipt of this question paper.]*

Note : Marks for questions in each section are indicated.

SECTION – A

Note : Long Answer Type Questions. Answer in approximately 500 words. Each question carries 15 marks.

1. Explain the principles of management and discuss their application in libraries and information centres.

OR

What is Total Quality Management ? Explain the steps you would take in achieving TQM in your library.

P. T. O.

2. Discuss the need for in-service training and describe the various methods for staff development programme.

OR

Discuss the utility of library annual report. Describe the elements to be included in such a report.

SECTION – B

Note : Short Answer Type Questions. Answer in approximately 250 words. Each question carries 10 marks.

3. Discuss the need for marketing of information and information products.

OR

What is serial control ? Discuss the problems involved in the acquisition of periodicals.

4. Describe the procedure for procuring different Government documents.

OR

Discuss the need and importance of staff manual.

5. Explain various features of Line Budget.

OR

What do you understand by human resources ? Explain the process of human resource planning in LIS.

SECTION – C

Note : Objective Type Questions. Answer may be in *one* word or *one* to *three* sentences. Each question carries 01 mark.

6. Answer all questions.

- (i) Full form of POSDCORB.
- (ii) Books in print is published by.
- (iii) INB stands for.
- (iv) UGC INFONET is an example of.
- (v) Staff formula was set forth by whom ?
- (vi) Full form of CBI (A book selection tool).
- (vii) GOC stands for.
- (viii) Who is considered as the father of Scientific Management ?
- (ix) Management by Objectives was introduced by.
- (x) KARDEX system is devised by.