

This question paper contains 2 printed pages.

1524

Your Roll No.....

BLIS/II Sem.

J

**Paper B-107- MANAGEMENT OF LIBRARY AND
INFORMATION CENTRES
(Admissions of 2009 and onwards)**

Time : 3 hours

Maximum Marks :70

*(Write your Roll No. on the top immediately
on receipt of this question paper.)*

Attempt all questions.

1. Either, 1.1 What do you understand by POSDCORB?
Discuss by giving examples 'Directing' and
'Reporting' functions of a library Manager.

Or, 1.2 What do you understand by 'Total Quality
Management' ? Explain with examples, it's
application in library and information
services. 12.5

2. Either, 2.1 Explain the concepts of 'Management' and
'Administration'. Describe Taylor's principles
of management.

Or, 2.2 Explain the usefulness of periodicals in a
university library. Discuss the problems
involved in their acquisition, organization and
storage. 12.5

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3. Either, 3.1 Discuss the staffing pattern of a university library. Describe the job description of any two professional positions in such a library.

Or, 3.2 Mention the sources of finance for a college library. Discuss briefly various types of budgeting methods. 12.5

4. Either, 4.1 What are the various sections of a university library ? Discuss in detail the functions of circulation section.

Or, 4.2 Describe the types of services provided by a modern special library. Discuss the role of a reference librarian. 12.5

5. Write notes on any four of the following :

- (i) Collection development policy
- (ii) Annual Report
- (iii) Stock verification
- (iv) Library building
- (v) Centralisation Vs Decentralization
- (vi) Staff manual.

4 x 5 = 20