

2005

(July)

LIBRARY AND INFORMATION SCIENCE

(Management of Information Systems)

Course No. : 402 (b)

Full Marks : 75

Time : 3 hours

The questions are of equal value

Answer any **five** questions

1. Discuss how systems approach to management is applicable in managing modern libraries. Highlight the limitations involved in systems approach giving suitable examples.
2. "Motivation is the key to better performance." Elaborate the statement with special reference to McGregor's theory or Herzberg's theory.
3. What do you understand by manpower planning? Discuss the factors that are vital for proper and effective manpower planning of a university library set-up.

4. Explain how essential it is for an information manager to understand the nature of changes in the environment. Discuss the various strategies by which the challenges of change in a library can be met.
5. Suggest some of the information products and services which can be marketed in the present scenario of university libraries in India giving your critical comment on the concept.
6. Discuss the role of good planning in management. Enumerate the steps involved in planning.
7. Explain the need and importance of a sound and proper communication system in managing a modern information-based organisation. Describe the barriers in communication.
8. "A right decision taken at the right time can help a library achieve its objectives." Elaborate the statement with appropriate examples while highlighting the problems involved in decision making.
9. Explain the concept of management by objectives (MBO). Giving suitable examples, discuss how MBO can be implemented for better results in managing a university library.

10. Write notes on any *two* of the following :

- (a) Group dynamics
- (b) Decision theory
- (c) Activities and services of a documentation centre
- (d) Job analysis and job description

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1. What is the need and purpose of performance evaluation? Explain the techniques/methods used for performance evaluation of a Library or Information Centre.
2. What do you understand by leadership? Describe various leadership styles.
3. What is Human Resource Planning? Explain how a Library/Information system should make HR planning and discuss the inputs required for HR planning.

4. Define communication. Explain various techniques and tools used for communication by the library staff for providing the services.
5. Discuss how an academic library can generate financial resources and also discuss the relevance of Zero Based Budget System to libraries.
6. Define decision. Explain various types of decisions with suitable examples.
7. What is management of change? Explain the process and planning for managing the change with suitable examples.
8. Discuss various schools of management with suitable examples.
9. What is an information system? Describe the activities and services of at least five information systems.
10. Write short notes on any *two* of the following :
 - (a) Cost-benefit analysis
 - (b) Maslow's theory
 - (c) Barriers of communication
 - (d) MBO

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