

2005

( July )

LIBRARY AND INFORMATION SCIENCE

( Library Management )

Course No. : 201

Full Marks : 75

Time : 3 hours

*The questions are of equal value*

Answer **any five** questions

1. Discuss the principles of management and their application in libraries.
2. What do you understand by performance appraisal? Discuss some methods of performance appraisal applicable to library personnel.
3. Define job analysis and job description. Discuss job description of two categories of library staff.

4. Discuss the contents of staff manual. Describe its role in management.
5. What are the factors involved in preparing library budget? Prepare a budget plan for a university library.
6. What do you understand by zero-based budgeting? How does it differ from traditional system of budgeting?
7. Describe the journey of a book from a book-shop to the library shelves.
8. Give your comments for and against stock verification in modern libraries.
9. Discuss the complexities of periodical management in academic libraries suggesting solutions to such problems.
10. Write notes on any *two* of the following :
  - (a) Library Committee
  - (b) Departmentalisation
  - (c) PPBS
  - (d) Circulation System

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