

PG Even Semester (CBCS) Exam., May—2017

## LIBRARY AND INFORMATION SCIENCE

( 2nd Semester )

Course No. : LIS-201 (C)

( Management of Library and Information  
Centre—I )Full Marks : 75

Pass Marks : 30

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*Answer **five** questions, taking **one** from each Unit

## UNIT—I

1. (a) What do you mean by the term 'management'? 5
- (b) Discuss the functions and principles of scientific management. 10
2. (a) How many schools of management thoughts are available? Discuss briefly. 7
- (b) Discuss briefly about POSDCORB. 8

## UNIT—II

3. (a) Describe the concept of book selection and explain briefly about various book selection tools. 8
- (b) Discuss various modes of acquiring books and other reading materials in a college/university library. 7
4. (a) What do you mean by the term 'collection development'? Explain. 7
- (b) Discuss various steps for acquiring books and other learning resources in a university library. 8

## UNIT—III

5. (a) What is 'serial control'? 5
- (b) Explain the functions and process of serial control/periodical section of a university library. 10
6. (a) Why is the maintenance of stack area necessary in a college/university library? 5
- (b) Discuss briefly about shelf-rectification methods generally adopted in a university library. 10

UNIT—IV

7. (a) What do you mean by the terms library statistics and library report? 7½  
(b) Discuss the need and purpose of maintaining library services statistics. 7½
8. (a) Describe the concept, importance and function of library committee. 10  
(b) Discuss various types of committees constituted by the college/university authorities. 5

UNIT—V

9. (a) What do you mean by the terms Human Resource Management and Human Resource Development? Explain. 7  
(b) Discuss briefly about job analysis, job description and job evaluation. 8
10. Write short notes on any *two* of the following :  
7½×2=15
- (a) Performance appraisal
  - (b) Staff and manpower training
  - (c) Library space management
  - (d) Preservation, conservation of documents

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