

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

LIBRARY AND INFORMATION SCIENCE

(2nd Semester)

Course No. : LISCC-201

(Management of Library and
Information Centre-I)

Full Marks : 70

Pass Marks : 28

Time : 3 hours

The questions are of equal value

Answer **five** questions, taking **one** from each Unit

UNIT—I

1. Describe the concept, definition, need and scope of management. Also elaborate the principles of management by Henry Fayol.
2. Justify “Management as art, science and profession”. Explain various functions of management in the context of library and information center.

UNIT—II

3. Draft a book selection criterion for Rabindra Library, Assam University, Silchar and highlight different book selection tools.
4. Explain acquisition process of print documents and examine the role of ‘good office committee’ in acquisition of documents.

UNIT—III

5. Describe the housekeeping activities of an university library with appropriate example.
6. What are the causes of deterioration of library materials? Explain the measures to preserve and conserve them.

UNIT—IV

7. Highlight various kinds of statistics generated from acquisition, serial control, cataloguing and circulation sections of a library and information center.
8. Explain fittings and furniture required for an academic library.

(3)

UNIT—V

9. Explain the process of HRM.

10. Comment on any *two* of the following :

(a) Order types

(b) Stock verification

(c) Annual report

(d) Library committee

(e) Job analysis

(f) Motivation

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