

**2017**

**BLISc**

**2nd Semester Examination**

**ADMINISTRATION OF LIBRARY AND  
INFORMATION CENTRE-II**

**PAPER—BLI-202**

*Full Marks : 40*

*Time : 2 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

*Illustrate the answers wherever necessary.*

**Answer all questions**

**1. Write short notes on any two of the following : 5×2**

- (i) Job deployment.
- (ii) Cost benefit analysis.
- (iii) Importance of manpower planning.
- (iv) Policies vs procedures.

*(Turn Over)*

2. (a) What do you mean by 'Planning'? Discuss various features of planning which are applicable to library and information centres. 3+12

Or

- (b) Define the term "Budget". State different purposes of preparing a library budget. Discuss any two budgetary methods known to you. 3+4+7

3. (a) What do you mean by 'Manpower Planning'? Discuss the process of manpower planning in a university library. 3+12

Or

- (b) Discuss in brief the skill requirement of library personnel in modern library services. 15
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