

2019

B.A.

3rd Semester Examination

**LIBRARY & INFORMATION STUDIES**

(Honours)

Paper - C 6-T

(Library Administration)

Full Marks : 60

Time : 3 Hours

*The figures in the margin indicate full marks.*

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

1. Answer any *ten* questions of the following :

2×10=20

- (i) Write full form of PODSCORB.
- (ii) Name an author of any text book on Library Administration.
- (iii) What is the full form of PPBS ?
- (iv) What is the full form MBO ?
- (v) What is the staff formula of UGC for College library ?

[ Turn Over ]

- (vi) What do you mean by GOC ?
- (vii) How many columns should be there in any Accession Register ?
- (viii) What is the use of 'Publishers catalogue' ?
- (ix) What are the different measures of Central tendency ?
- (x) Name two sources of public library finance.
- (xi) Distinguish between 'Periodicals' and 'Serials'.
- (xii) Mention the name of two propounder, who have developed book selection principle.
- (xiii) What do you understand by job profile ?
- (xiv) What is the use of Book Card ?
- (xv) Name a standard associated with library quality.

2. Write any *four* of the following questions :  $5 \times 4 = 20$

- (i) Distinguish between Library Operation and Library Service.
- (ii) Describe the steps in acquisition.
- (iii) Explain Zero-Base-Budget with appropriate examples.
- (iv) Illustrate the calculation method of Standard Deviation with a suitable example.

- (v) State the significance of internship for the aspiring library professionals.
- (vi) Write short note on library report.
3. Write any *two* of the following question : 10×2
- (i) What are the different charging methods in library ? Compare any two of them. 2+3
- (ii) Why do we verify stocks ? Which tools are associated with stock verification ? What is the present trend in this regard ? 3+3+4
- (iii) Why do we need staff manual ? Briefly state the major components of staff manual. 3+7
- (vi) What is planning ? Discuss the role of planning in Serials Management. 2+8
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