

**2016**

**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) Manpower planning.
  - (ii) Job description.
  - (iii) Performance appraisal.
  - (iv) Resource mobilization.

*(Turn Over)*

2. (a) Define the term "Planning". State different types of it. Discuss various steps to be followed in the planning process of a library. 2+3+10

Or

- (b) State essential ideas you would like to consider in planning a library building. Discuss various types of furniture and equipment you would like to procure for a college library. 6+9

3. (a) Mention categories of library staff needed in university library. Discuss how will you determine staffing requirements of a college library. 5+10

Or

- (b) Discuss, in brief, the sources of finance of a public library. Critically comment on various methods of financial estimation of a library. 6+9
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