

2018

BLISc

2nd Semester Examination

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

PAPER—BLI-202

Subject Code—07

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.

Answer all questions.

1. Write short notes on any *two* of the following : 2×5
 - (a) PPBS ;
 - (b) Semi-professional library staff ;
 - (c) Job description ;
 - (d) Performance appraisal.

2. (a) (i) Discuss any two methods of finding out the amount of finance required for providing satisfactory library service. 7½+7½

(Turn Over)

Or

- (ii) Discuss various steps to be followed for effective planning process of a library. 15

3. (a) (i) Describe the need of manpower planning in a library. Discuss different training programmes to be initiated by library authority for the improvement of efficiency of personnel. 3+12

Or,

- (ii) Give a standard staff formula for calculating the requirement of library staff in a public library. 15
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