

2019

B.LIB.I.Sc.

2nd Semester Examination

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

Paper - BLI 202

Full Marks : 40

Time : 2 Hours

The figures in the margin indicate full marks.

1. Answer any four questions : 2×4

- (a) State financial sources of a university library.
- (b) What will be the ideal site for a public library?
- (c) Mention different methods of financial estimation of a library.
- (d) What do you mean by financial budget of a library?
- (e) Who are to be included in the buliding committee of a library?

[Turn Over]

- (f) State the categories of staff needed in a library.
- (g) What do you mean by formal and informal planning?
- (h) Mention the jobs performed by supporting staff of a library.

2. Answer any **four** questions :

4×4

- (a) State the characteristics of budget of a library.
- (b) Write a notes on 'Job analysis' of a library.
- (c) What are the purposes of planning?
- (d) What are the major elements to be considered for staffing of a library?
- (e) Write a note on 'Job description' of a library.
- (f) What are the different steps involved in the planning process of a library?
- (g) Mention the ways by which knowledge and skills of library personnel may be developed.
- (h) Describe in brief the staff formula of Ranganathan.

3. Answer any two questions : 8×2

- (a) Discuss pre-planning activities of a library building.
 - (b) Discuss in brief, the furniture and equipment required in a collage library.
 - (c) Discuss any two budgetory methods which are applicable in a library.
 - (d) Describe the features of library planning.
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