

BLISC 2nd Semester Examination, 2013

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

PAPER – BLI-202

Full Marks : 40

Time : 2 hours

Answer all questions

*The figures in the right hand margin indicate marks
Candidates are required to give their answers in their
own words as far as practicable*

Illustrate the answers wherever necessary

1. Write short notes on any *two* of the following : 5 × 2
- (i) Site selection of library building
 - (ii) In-service training
 - (iii) Staff requirement in a university library
 - (iv) PPBS.

(Turn Over)

2. (a) What are the objectives of planning in a library? Discuss important principles of planning for effective management of a library. 5 + 10

Or

- (b) Discuss the planning process for setting up a public library in your locality. 15

3. (a) Discuss the objectives of personnel management. State the importance and methods of performance appraisal of library employees in public libraries. 5 + 5 + 5

Or

- (b) Describe the expenditure planning of a university library. State why auditing is necessary in libraries. 10 + 5