

**BLISC 2nd Semester Examination, 2014**

**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) Library furniture and equipment**

**(ii) Job analysis**

**(iii) ZBB**

**(iv) Advantages of budgetary control.**

*( Turn Over )*

( 2 )

2. (a) What do you mean by 'Hierarchy of planning' ?  
Discuss how library planning is related to  
other managerial functions. 5 + 10

*Or*

- (b) Discuss the basic principles of designing a  
library building. What facilities should be  
provided in the reading room of a university  
library ? 10 + 5
3. (a) What are the common methods of recruitment  
and selection of staff in a library ? Discuss  
the points to be included in a policy of staff  
development in a library. 5 + 10

*Or*

- (b) What are the purposes of maintaining  
different financial records in a library ?  
Describe some financial records which are  
kept in a library. 5 + 10