

2011

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) Hierarchy of planning.
- (ii) Job analysis.
- (iii) Staff requirement in a University Library.
- (iv) PPBS.

(Turn Over)

2. What do you mean by library planing? Discuss the principles to be followed for effective planning of a library.

5+10

Or

Discuss the pre-planning activities to be considered for a library building. What facilities should be provided in the Reading Room in a college library?

10+5

3. Discuss the aims and functions of personnel management in a library.

5+10

Or

State the principles of Financial Management. Discuss how financial administration should run in a college library.

5+10
