

2022

B.Lib.I.Sc.

2nd Semester Examination

**MANAGEMENT OF LIBRARIES AND
INFORMATION CENTRES - II**

PAPER—BLI-202

Full Marks : 50

Theory : 40 Marks

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.*

Group - A

Answer any *four* questions.

4×2

1. State various stacking system of a library known to you.

(Turn Over)

2. What materials are needed to operate Browne issue system?
3. What do you mean by 'Shelf List'?
4. State various procedures of verification of stock in a library.
5. What are the different guide boards to be provided in the stack room of a library?
6. State different purposes of library planning.

Group - B

Answer any *four* questions.

4×4

7. What is meant by 'Broken order of Shelving' in a library?
8. Describe different prerequisites for building a book collection of a library.
9. Briefly discuss the importance of circulation section in a library.
10. What equipment and furniture are needed in a college library?

11. Draft a letter for ordering books in a college library.
12. What do you mean by 'Best Reading' in the context of book selection principle of Melvil Dewey?

Group - C

Answer any *two* question. 2×8

13. Discuss the method of stock taking using 'duplicate set of book cards'.
14. Give a brief account of the heads of items to be included in the descriptive part of an annual report in a library.
15. Briefly explain the principles of stacking in a university library.
16. Discuss various records to be kept in a library for books and other non-book materials.

[*Internal Assessment - 10 Marks*]
