

2022

1st Semester Examination
BACHELOR OF LIBRARY AND
INFORMATION SCIENCE

Paper : BLI 102

Management of Libraries and Information
Centres-I

Full Marks : 40

Time : Two Hours

The figures in the margin indicate full marks.
Candidates are required to give their answers
in their own words as far as practicable.

Group - A

Answer any *four* of the following questions : $5 \times 4 = 20$

1. Give a brief account of the semi-professional staff in a library.
2. Differentiate between 'Organisation' and 'Management'.
3. State the importance of trained professionals in an organisation.
4. Differentiate between 'Unity of Command' and 'Unity of Direction'.
5. Mention the objectives of 'Performance Appraisal' of employees in an organisation.

P.T.O.

6. Discuss in brief, the 'Per Capita Method' for calculating annual financial requirements of a library.

Group - B

Answer any *two* of the following questions : $10 \times 2 = 20$

1. What do you mean by 'Manpower Planning'? State the importance of manpower planning in a library. 2+8
 2. State different rules to be framed in the circulation section of a university library. 10
 3. What do you mean by 'Library Committee'? Discuss the importance of library committee in a public library. 2+8
 4. Define the term 'Budget'. Discuss any two budgetary method applicable to Libraries and Information Centres. 2+8
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