

**PG Even Semester (CBCS) Exam., May-2017**

**LIBRARY AND INFORMATION SCIENCE**

**( 2nd Semester )**

Course No. : LISCC-201

**( Management of Library and  
Information Centre-I )**

Full Marks : 70

Pass Marks : 28

Time : 3 hours

*The questions are of equal value*

Answer **five** questions, taking **one** from each Unit

**UNIT-I**

- I. Describe the concept, definition, need and scope of management. Also elaborate the principles of management by Henry Fayol.
  
2. Justify "Management as art, science and profession". Explain various functions of management in the context of library and information center.

J7/1791

*(Turn Over)*

( 2 )

UNIT-II

3. Draft a book selection criterion for Rabindra Library, Assam University, Silchar and highlight different book selection tools.
4. Explain acquisition process of print documents and examine the role of 'good office committee' in acquisition of documents.

UNIT-III

5. Describe the housekeeping activities of an university library with appropriate example.
6. What are the causes of deterioration of library materials? Explain the measures to preserve and conserve them.

UNIT-IV

7. Highlight various kinds of statistics generated from acquisition, serial control, cataloguing and circulation sections of a library and information center.
8. Explain fittings and furniture required for an academic library.

( 3 )

UNIT-

9. Explain the process of HRM.

V

Annual report  
Library committee  
Job analysis

10. Comment on any *two* of the following :  
(a) Order

types  
(b) Stock verification  
(c)  
(d)  
(e)  
(f) Motivation

\* \* \*

PG Even Semester (CBCS) Exam., May-2017

LIBRARY AND INFORMATION SCIENCE

(2nd Semester)

Course No. : LI8-201 (C)

( Management of Library and Information  
Centre-I)

Full Marks : 75

Pass Marks : 30

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

Answer five questions, taking one from each Unit

UNIT-I

1. (a) What do you mean by the term  
'management'? 5
- (b) Discuss the functions and principles of  
scientific management. 10
2. (a) How many schools of management  
thoughts are available? Discuss briefly. 7
- (b) Discuss briefly about POSDCORB. 8

( 2 )

UNIT-II

- 3. (a) Describe the concept of book selection and explain briefly about various book selection tools. 8
- (b) Discuss various modes of acquiring books and other reading materials in a college/university library. 7
- 4. (a) What do you mean by the term 'collection development'? Explain. 7
- (b) Discuss various steps for acquiring books and other learning resources in a university library. 8

UNIT-III

- 5. (a) What is 'serial control'? 5
- (b) Explain the functions and process of serial control/periodical section of a university library. 10
- 6. (a) Why is the maintenance of stack area necessary in a college/university library? 5
- (b) Discuss briefly about shelf-rectification methods generally adopted in a university library. 10

( 3 )

UNIT-IV

- 7. (a) What do you mean by the terms library statistics and library report? 7
- (b) Discuss the need and purpose of maintaining library services statistics. 7
- 8. (a) Describe the concept, importance and function of library committee. 10
- (b) Discuss various types of committees constituted by the college/university authorities. 5

UNIT-V

- 9. (a) What do you mean by the terms Human Resource Management and Human Resource Development? Explain. 7
- (b) Discuss briefly about job analysis, job description and job evaluation. 8
- 10. Write short notes on any two of the following:
  - (a) Performance appraisal
  - (b) Staff and manpower training
  - (c) Library space management
  - (d) Preservation, conservation of documents

\*\*\*

M-14/15/35/LI8-201 (C)/178

2014

PG Even Semester Exam., May-2014

LIBRARY AND INFORMATION SCIENCE

Course No. : LI8-20 1 (C)

( Management of Library and  
Information Centre-I )

Full Marks: 75

Pass Marks : 30

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

Answer five questions, taking one  
from each Unit

UNIT-I

1. (a) Define the term 'management'. "Is  
management a Science or Arts?"  
Examine the above with justification. 7 V2
- (b) Discuss the various elements of  
management process. 71h

14J-120/1672

(Turn Over)

2. (a) How many schools of management thoughts are available? Discuss about the Human Relation Schools of Management. 7
- (b) Discuss the salient features of scientific schools of management thoughts. 7½

UNIT-II

3. (a) What do you mean by the term 'collection development'? Discuss its needs and purposes for developing library collection. 8
- (b) Discuss the various steps adopted for acquisition of books in university libraries with suitable flowchart. 7
4. (a) Do you think that collection development policies should be revised in view of the development of e-resources? If yes, then suggest what modification should be made in collection development policies of colleges / universities. 10
- (b) Write the role of Good Offices Committee (GOC) for acquisition of foreign books and journals in university libraries. 5

UNIT-III

5. (a) What do you mean by the term 'library housekeeping operations'? Discuss various sections of a modern library. 8
- (b) Discuss the role of technical section in knowledge organisation with suitable flowchart. 7
6. (a) What are the differences between book acquisition and serial acquisition? Discuss various steps taken in serial control in a university library. 10
- (b) Write a short note on the role of maintenance section in university library. 5

UNIT-IV

7. (a) Discuss the importance of library statistics and library report for college and university libraries. 7
- (b) Discuss the concept of space management in the context of university libraries. Do you think that acquisition of e-resources will solve the space problem in library? If yes, discuss in support of your answer. 8

8. (a) How many types of committees are constituted for college and university libraries? 5
- (b) Discuss the importance and function of library standing committee and library committee of a university library. 10

UNIT-V

9. (a) Discuss the concept of Human Resource Management and Planning. 7V2
- (b) Discuss the importance of staff training for the professional development of college/university library personnel. 7V2
10. (a) Describe the role of librarian as manager, in motivating library staff for effective library services. 7
- (b) What do you mean by job analysis and job description? Discuss the job evaluation and performance appraisal methods as adopted in college/university libraries. 8

\*\*\*

**M-15/15/35/LI8-201 (C)/118**

**2015**

**PG Even Semester Exam., May-2015**

**LIBRARY AND INFORMATION SCIENCE**

Course No. : LIS-20 1 (C)

**( Management of Library and Information  
Centres-I)**

Full Marks: 75

Pass Marks : 30

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

Answer **five** questions, taking **one** from each Unit

**UN IT-I**

1. (a) What do you mean by the term  
'management'? 5
- (b) Discuss its need and scope in the context  
of the Library Organization and Services. 10
  
2. (a) What do you mean by scientific  
management? 5
- (b) Discuss the principles and functions of  
scientific management. 10

**J15-120/1402**

*(Turn Over)*



( 2 )

UNIT-II

3. (a) Define collection development. 5  
(b) Discuss the need, methods and principles of book selection. 10
4. (a) Discuss various modes of acquisition of printed reading materials and e-resources in the context to college/university libraries. 7V2  
(b) Briefly explain the importance and procedure of online or web based acquisition of reading materials in a university library.

UNIT-III

5. (a) Define the term 'library housekeeping operations'. How many sections under this are available in a university library? Discuss in brief. 7 V2  
(b) Discuss the objectives and functions of circulation section taking example of college/university library system. 7<sup>1</sup>/<sub>2</sub>
6. (a) What do you mean by preservation, conservation and restoration of reading materials? Discuss. 7V2

**J15-120j1402**

( Continued )

( 3 )

- (b) Discuss various factors that affect the longevity of learning resources in a university library. 7V2

UNIT-IV

7. (a) Discuss the needs and purposes of maintaining library statistics in a library. 7V2  
(b) Discuss the format of Library Annual Report which is followed in college and university libraries. 7V2
8. (a) Discuss the importance of various committees which are constituted for libraries.  
(b) Write the 'Rules and Regulations' which are generally adopted in a college or university library. 7V2

UNIT-V

9. (a) Distinguish between Human Resource Management (HRM) and Human Resource Development (HRD).  
(b) Discuss the recruitment methods which are adopted in a college or university to appoint library professionals and other supporting staff. 7 V2

**J15-120j1402**

( Turn Over )

10. Write short notes on any *three* of the following: 5x3=15

(a) Staff Training and Development

(b) Job Description and Job Analysis

(c) Space Management in Libraries

(d) Serial Control

(e) Fittings and Furniture for Library  
Building

(f) Collection development Policies for  
Libraries

\*\*\*

PG Even Semester (CBCS) Exam., May-2016

LIBRARY AND INFORMATION SCIENCE

Course No. : LI8-201 (C)

( Management of Library and Information  
Centre-I)

Full Marks: 75

Pass Marks : 30

Time : 3 hours .

*The figures in the margin indicate full marks  
for the questions*

Answer five questions, taking one from each Unit

UNIT-I

1. Explain the different schools of management theory. 15
2. Explain the functions of management and their application in library and information centre. 15

UNIT-II

3. What is need of book selection? Explain different methods and principles involved in book selection process. 5+10=15

( 2 )

4. Sketch out the step-by-step process of acquisition. Highlight the necessary precautions to be taken while drafting acquisition policy. 7V2+7Y2=15

UNIT-III

5. Explain the process and functions of circulation in library. Explain the importance of non-circulating documents. 7V2+7Y2=15
6. Explain the concept of stock verification. Draw the flow chart of steps involved in stock verification. Explain the different methods of dealing with weeded documents. 7V2+7Y2=15

UNIT-IV

7. Explain the different types of reports maintained by different sections of Academic Library. Highlight their importance in analysing the performance of library and preparing next budget estimation. 7V2+7Y2=15
8. What are different furnitures and fittings required in University Library System? Explain the minimum standard specified for the same. 15

( 3 )

UNIT-V

9. What is staff training and development? Explain the need and purpose of training and development and various methods involved in it. 15
10. Explain the concept of motivation. Write a note on theories of motivation and elaborate Maslow's hierarchy of needs. 15

\*\*\*

PG Even Semester (CBCS) Exam., May-20t6

LIBRARY AND INFORMATION SCIENCE

( Core Course )

Course No. : LISCC-20 1

( Management of Library and  
Information Centre-I )

Full Marks : 70

Pass Marks : 28

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

Answer five questions, taking one from each Unit

UNIT-I

1. Critically examine any two definitions of management. Explain the scope and levels of management. Discuss 'POSDCORB' in context of academic library. 4+3+7=14
2. Examine the relevance of principles propounded by Henry Fayol in context of Library Management. 14

( 2 )

UNIT-II

3. Being an Assistant Librarian of a reputed university library, Librarian has requested your inputs in drafting acquisition policy. Provide the highlights of your \_ inputs in acquisition process and principles of book selection. 14
4. Explain various book selection tools for print and non-print books. Frame a criteria of book selection involving various factors to be considered before and during book selection. 7+7=14

UNIT-III

5. Write short notes on (any *four*) 3Y2\*4=14
- (a) Stock maintenance tools
  - (b) Stock verification methods
  - (e) Withdrawal and weeding
  - (d) Library material arrangement
  - (e) Stocking systems
  - (f) Stocking principles
  - (g) Kinds of library bindings

( 3 )

6. Mr. Krishna has been appointed as professional assistant in a university library. He has been assigned the task of circulation management by the Librarian. Help Mr. Krishna by exploring various functions and changing systems involved in circulation section. 14

UNIT-IV

7. You have been appointed as college librarian in one of the colleges affiliated to Assam University, Silchar. Elaborate the different kinds of reports you will be maintaining. 14
8. Explain the power and functions of library committee in academic library. 14

UNIT-V

9. What is HRM? What are the methods and techniques involved in HRM? 4+ 10= 14
10. Explain the concepts of job analysis, job description and job evaluation performance appraisal. 14

\*\*\*