

**POST-GRADUATE COURSE**  
**Term End Examination — December, 2011**

**MLIS**  
**( Management of Library &**  
**Information Centres )**  
**Paper – V**

**Time : Four Hours****Full Marks : 100**

( Weightage of Marks : 80% )

*Special credit will be given for accuracy and relevance in the answer. Marks will be deducted for incorrect spelling, untidy work and illegible handwriting. The weightage for each question has been indicated in the margin.*

**GROUP – A**Answer any *two* questions :  $18 \times 2 = 36$ 

1. Discuss the functions of management and correlate these functions to library management. 18
2. “Decision making is a vital job in library management.” Justify the statement. 18
3. What are the functions of library rules and regulations ? Give a model structure for the library rules and regulations. 8 + 10
4. Explain with suitable examples the role of Internet in information transfer. 18

**GROUP – B**Answer any *three* questions :  $12 \times 3 = 36$ 

5. Why is it important to distinguish between library administration and management ? 12
6. Explain the management principles of Henri Fayol. 12
7. Describe the different methods for formulation of budget. Explain which method is suitable for a college library. 8 + 4
8. What is the justification for treating expenditure on library collection as a capital cost ? 12
9. Critically examine the activities in managing stack in a University library. 12
10. Discuss the needs and purposes of performance evaluation of a library. 12

**GROUP – C**Write short notes on any *four* of the following : $7 \times 4 = 28$ 

11. Management Information System
12. Role of librarian in the management of library and information centre

13. Compilation of library statistics
  14. Activities of the Acquisition Department
  15. Sources of income for a library
  16. Role of supporting staff in a library
  17. Maintenance of library collection
  18. Electronic library.
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