

BLISC 1st Semester Examination, 2019

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

PAPER – BLI-102

Full Marks : 40

Time : 2 hours

The figures in the right hand margin indicate marks

*Candidates are required to give their answers in their
own words as far as practicable*

Illustrate the answers wherever necessary

1. Answer any *four* questions : 2 × 4
- (a) State different management functions known to you.
 - (b) State different kinds of library committee known to you.
 - (c) What do you mean by 'Performance appraisal' ?

- (d) Distinguish between 'Library rates' and 'Library taxes'.
- (e) What are the categories of staff needed in a library ?
- (f) What are the types of budget known to you ?
- (g) Write notes on 'Job evaluation'.
- (h) What do you mean by 'Formal Organisation' and 'Informal Organisation' ?

2. Answer any *four* questions : 4 × 4

- (a) State principles of management as proposed by Henri Fayol.
- (b) State powers and functions of the library committee in a public library.
- (c) State the characteristics of an 'Administrative Organisation'.
- (d) Mention basic features of a 'Line type' organisation.
- (e) What are the needs of manpower planning in a library ?

- (f) State advantages and disadvantages of 'Line-by-line' budget.
- (g) Differentiate between 'Unity of command' and 'Unity of direction'.
- (h) State basic features of a 'staff type' organisation.

3. Answer any *two* questions : 8 × 2

- (a) Discuss in brief, any two methods of financial estimation of a library.
 - (b) What are the needs of committee system in a library ?
 - (c) Differentiate between 'Library administration' and 'Library management'.
 - (d) Discuss the process of manpower planning in a library.
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