

2010

BLISc

2nd Semester Examination

**ADMINISTRATION OF LIBRARY AND
INFORMATION CENTRES-II**

PAPER—IIB

Full Marks : 40

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.

Illustrate the answers wherever necessary.

Answer all questions.

1. Write short notes on any *two* of the following : 5×2
 - (i) Site selection of library building ;
 - (ii) Furniture and equipments of library ;
 - (iii) Performance appraisal ;
 - (iv) Budgetary control.

2. (a) What are the purposes of library planning ? Show how planning is related with other managerial functions of a library

5+10

(Turn Over)

Or

- (b) What are the fundamental principles of library finance? Discuss different budgeting techniques suitable for library.

7+8

3. (a) What objectives should be considered to achieve the goal of an organisation in a library? State the implications of Ranganathan's staff formula for a university library. Briefly discuss the methods of in-service training for library professionals.

4+4+7

Or

- (b) What is the meaning of the term 'personnel administration'? Why proper staffing is necessary in an academic library? Discuss the steps to be followed to select and recruit suitable staff in a public library.

3+4+8
