

2008

BLISc

1st Semester Examination

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

PAPER—IIA

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+5
 - (a) Need of library committee;
 - (b) Three card system;
 - (c) Process of book binding;
 - (d) Annual report—needs and components.

2. (A) Explain the management principles of Henry Fayol. How far these can be applied in library or information centre? 7+8

Or

- (B) Mention the factors which are required for an ideal charging system. Discuss in detail Browne charging

(Turn Over)

system pointing out its merits and demerits. 3+12

3. (A) What do you mean by 'Stock verification'? Discuss its advantages and disadvantages. Describe a suitable method of stock verification for a university library. 3+6+6

Or

- (B) (i) What do you mean by the term 'statistics'? State its importance in library organisation. 3+4
- (ii) Calculate median and mode from the following frequency distribution table : 4+4

<i>No. of reference query received / day</i>	<i>No. of days</i>
15 - 25	3
25 - 35	7
35 - 45	10
45 - 55	3
55 - 65	3
