# PG Even Semester Exam, May 2025

## Library and Information Science

2nd Semester

COURSE NO. LIS-201

**[ Management of Library and Information Centres-1]**

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. a. Define the term Management and Administration. 6

   b. Discuss the various approaches and characteristics of management. 8

2. a. How many school of management of thought are available? Discuss any one school of management thought. 7

   b. Discuss briefly level of management and qualities of a good manager. 7

## UNIT-II

3. a. What do you mean by the term Acquisition, Collection Development and Collection Management? 6

b. Describe the various principles of book selection. 5

4. a. How does a library procure reading materials for the library users? Explain various steps of acquiring reading materials in a library? 9

b. Write short notes on book selection tools. 5

## UNIT-III

5. a. Define library house keeping operations. 5

b. Describe the objectives and functions of reference section of a university library. 9

6. a. Briefly describe the objectives and functions of acquisition section of a university library. 7

b. Describe the importance of maintenance section of a university library. 7

## UNIT-IV

7. a. What is Library Committee? 5

b. Discuss the constitution and function of Library Committee of University Library? 9

8. a. What is library statistics and record keeping? 6

b. Discuss the need for maintaining library statistics. How it is useful for compiling annual report of the library? 8

## UNIT-V

9. a. Define human resource management and human resource development? 7

b. Discuss the structure of staffing pattern in a university library. 7

10. Write short notes on any two the following: 7x2=14

a. Objectives and functions of Circulation Section.

b. Jon Analysis and Job Description.

c. Staff training role of INFLIBNET.

d. Importance of stock verification in a university library.

e. Space management in a library.

f. Annual Report of a University Library.

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