

**Bachelor of Library and Information Science**

**Examination, 2001**

LIBRARY MANAGEMENT

Paper-VII

Time: 3 Hours

[Maximum Marks: 100]

Attempt **five** questions.

All questions carry equal marks.

1. Explain the concept of Management and Administration. Mention the usefulness of scientific management in library.
2. Name the various departments of a modern library and describe briefly the procedure followed from the stage a book is selected in library upto the stage it is ready for reader's use.
3. Discuss about the need and functions of a Library Committee in a University library?
4. "The dual purpose of a budget is to limit expenditure to income and to assure wisely planned spending." Discuss and plan a budget of a University library for a year out of rupees fifteen lakhs.
5. What should be the nature and size of the staff in a College library? Describe various formulae of library staff applied in India.
6. Discuss the usefulness of the annual report in library management. Explain the details which should be included in the annual report.
7. Discuss the utility of 'Browne Charging System' in comparison to various methods of charging system.
8. Write short notes on any **two**:
  - (a) Staff Manual
  - (b) Display
  - (c) Furniture and Fittings.
  - (d) Job Analysis.