2023
SRCMUJ
Integrated MLIS
1st Semester Examination
Library and Information Science
LIS-102
Library Organization and Administration

Full Marks: 40 **Time: 2 Hours**

The figures in the margin indicate full marks. Candidates are required to give their answers in their own words as far as practicable.

1. Answer **any two** from the following questions: 5 ×2

   a) Write a short note on POSDCORB. 5

   b) Write brief notes on the following topics: 2.5×2

      a. Connemara Public Library

      b. Khuda Bakhsh Oriental Public Library

   c) Write a short note on Browne Charging Systems. 5

   d) Differentiate of the following concepts: 2.5×2

      a. Library Organization and Library Management

      b. Library Reports and Library Records.

2. Answer **any three** from the following questions: 10×3

   a) What do you mean by Organizational structure of a library? Describe in broad major sections of a library. 2+8

   b) What do mean by library budget? Describe in broad different kinds of budget. 2+8

   c) Mention the 14 principles of management as described by Henri Fayol. Discuss any six important principles of Fayol and indicate their significance in the effective management of library and information centres. 4+6

   d) Differentiate between Library Committee and Library Authority. Mention the need and importance of a library committee. 3+7

   e) Why stock verification is necessary in a library? Discuss different methods of stock verification. 4+6

P.Y.Q. 2023