2024
SRMUJ
1st Semester Examination
Integrated MLIS
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 of the following questions **5×2**

a) Differentiate between withdrawal and weeding out in library collection management.
b) What is the importance of a shelf list, and how does it differ from a catalog? 2+3
c) What is the significance of Job Analysis in library management?
d) Describe the role of human resource management in technical section of public library.

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

a) Explain the functions and workflow of the Acquisition Section in a library. How does it contribute to collection development? 5+5
b) Discuss the importance of stock verification in a library. What challenges are faced during the process? 6+4
c) Describe the purpose and significance of an accession register in a library. How does it help in collection management? 6+4
d) Define the concept of management. Explain the term 'Management' in three different ways as described by Henri Fayol. 2+8
e) Explain various budgeting techniques used in library management. 10

P.Q. 2024