

(2)

OR

- 2B. (a) What are meant by 'Stacking', 'Shelving' and 'Stock verification' in a library? 9
(b) Describe briefly the advantages and disadvantages of stock verification. 6
(c) Write a brief note on 'Enemies of book'. 5
3. Write short notes on any **two** of the following : 5x2=10
(a) Broken order
(b) Stacking principles
(c) Book selection principles
(d) Kardex system

— X —

Ex./BL/02/12/2018

BACHELOR OF LIBRARY & INFORMATION SC. EXAMINATION, 2018
(1st Semester)

Management of Library & Information Centres

Paper : BL - 02

Time : Two hours

Full Marks : 50

Answer all questions.

- 1A. (a) What is meant by 'Library Management'? 3
(b) Discuss in brief the administrative principles as proposed by Henri Fayol. 12
(c) What are the limitations of administrative management? 5

OR

- 1B. (a) Discuss the essential parameters to be considered while planning the library building of a university. Describe briefly the role of librarian in this regard. 7+3
(b) Describe what are the essential furniture and equipment, a big university library should procure. 10
- 2A. (a) How do you plan and organize a technical section of a library? 4
(b) Describe briefly the major activities of this section. 10
(c) What are the essential materials and tools required for the processing work? 6

(Turn over)