বিদ্যাসাগর বিশ্ববিদ্যালয়

VIDYASAGAR UNIVERSITY

Question Paper

B.A. Honours Examinations 2021

(Under CBCS Pattern)

Semester - III

Subject : LIBRARY & INFORMATION STUDIES

Paper : C 6 T

(Library Administration)

Full Marks : 60

Time : 3 Hours

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

(Theory)

Group-A

A. Answer any ***four*** of the following questions : 12×4=48

1. What do you mean by 'Library committee'? State the needs of committee system in a library. Discuss the functions of library committee in a public library. 2+5+5

2. Discuss in beief, different steps involved in ordering procedure of books in a college library. 12

3. What do you mean by 'Stock Verification'? What are the advantages and disadvantages of verification of stock in a library? 2+6+4

4. Discuss Browne charging system mentioning its advantages and disadvantages. 8+4

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5. Define 'Library report'. Give the specimen of a library report of a rural library. 12

6. Give the organisational structure of a university library. 12

7. Discuss the process of man power planning in a library. 12

8. Write short notes on any *two* of the following : 6×2

   (a) Performance appraisal

   (b) Job deployment

   (c) Job description

   (d) Annual report

Group-B

B. Answer any ***six*** of the following questions : 2×6=12

1. State any four library rules known to you. 2

2. Give any two stock verification procedure to be followed in a rural library. 2

3. What are the functions of maintenance section of a library? 2

4. Give the name of any two budgetary methods known to you. 2

5. State any two powerful library committees known to you. 2

6. What are the categories of staff needed in a library? 2

7. State various stacking system known to you. 2

8. State different functions of circulation work in a library. 2

9. State the causes of weeding out of stock in a library. 2

10. Give the specimen of an accession register in a college library. 2

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