

**MASTER OF LIBRARY & INFORMATION SCIENCE
SECOND SEMESTER
MANAGEMENT OF LIBRARY AND INFORMATION CENTRE
MLS-201**

Duration : 3 hrs.

Full Marks: 70

[PART-A: Objective]

Time : 20 min.

Marks : 20

Choose the correct answer from the following:

1X20=20

1. Identify the requirements of a Change Management.
a. Executive Sponsor
b. Cultural Willingness
c. Individual Willingness
d. All of these
2. How many elements are there in the management process according to Gullick and Urwick?
a. Six
b. Eleven
c. Nine
d. Seven
3. Which is not the tool of book selection for libraries?
a. Outsourcing
b. Accessioning List
c. Book Reviewing Periodicals
d. Publisher's Catalogue
4. Cost Benefit Analysis is
a. Finding out value for money
b. Performance Evaluation
c. Providing services at Reasonable Price
d. Estimating benefit in relation to input
5. The process of getting things done by others by sharing authority with them
a. Delegation of Power
b. Delegation of Work
c. Delegation of Authority
d. Delegation of Service
6. Which of the following skills a librarian should have?
a. Analytical and Planning
b. Planning and Organising
c. Organising and Control
d. All the above
7. The process of describing the attributes of a Job is called
a. Job Analysis
b. Job Evaluation
c. Job Description
d. Job Estimation
8. The Three card system for keeping track on Periodicals was developed by
a. S.R Ranganathan
b. C.A Cutter
c. John McFarlane
d. Sandra Erdelez
9. When was ISO 2709 standard developed?
a. 1960
b. 1980
c. 1970
d. 1940

10. What are the three levels of Management?
 a. First Second and Third
 c. Top, Middle and Operational
 b. Primary, Secondary and Tertiary
 d. Top, Middle and Low
11. Why Library Evaluation is needed?
 a. To avoid errors
 c. To support decision making
 b. To describe their impact
 d. All of these
12. The aim of Scientific Management is Centred on
 a. Organisational Structure
 c. Motivation to Staffs
 b. Duties of Minor Staffs
 d. Production, Efficiency and Precautions
13. Theory X and Theory Y is related with
 a. Planning
 c. Budgeting
 b. Innovation
 d. Motivation
14. What is the focus of Planning?
 a. Organising
 c. Administration
 b. Decision Making
 d. Coordination
15. Scalar Chain Shows
 a. Authority Structure
 c. Chain for locating racks
 b. Scale of Staff Performance
 d. A link in the chain
16. Which is described as "*Information Blood Stream*" of any Organisation?
 a. Management Information System
 c. Human Resource Department
 b. Management of LICs
 d. Management Department
17. The term Scientific Management was coined by
 a. Brandeis
 c. Taylor
 b. Luthans
 d. Mayo
18. Acquisition of Document mainly comprises of
 a. Selection and Procurement
 c. Selection and Technical Processing
 b. Selection and Accessioning
 d. Procurement and Accessioning
19. Zero Based Budget System was developed by
 a. Peter Drucker
 c. Peter Phyrr
 b. John McFarlane
 d. Mark Theodore
20. Which of the following is not included under the principles of Financial Management?
 a. Simple Procedures
 c. Limited Vision
 b. Regularity
 d. Economy

(PART-B : Descriptive)

Time: 2 HRS 40 MINS

Marks : 50

[Answer question no.(1) & any four (4) from the rest]

1. Elucidate the importance of each of the seven elements of Gullick and Urwick in the process of management. 10
2. Define Cost Benefit analysis. What is the significance of Cost benefit analysis in enhancing productivity within an organization? 2+8=10
3. Enumerate the processes involved in recruiting personnels in a library. 10
4. Prepare a rough estimated budget covering all sources of income and expenditures for a university library system. 10
5. Write in details a note on SWOT analysis. 10
6. Describe the functions and principles of Classical School of Management Thought. 10
7. Describe the functions, procedures and methods of document circulation in a library. 10
8. What is Motivation. Describe the different theories of Motivation. 2+8=10

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