

Professional

NON-CBCS

**2021**

**B.Lib.I.Sc 1<sup>st</sup> SEMESTER Examination**

**Library Organization & Administration**

**BLI- 1.2**

**Full Marks-40**

**Time-2 Hours**

The figures in the right margin indicate marks.

Answer any two questions of the following:

1. a.) What are the seven elements of scientific management as propounded by Gulick and Urwick?  
b.) Differentiate between:
  - i. 'Library Organisation' and 'Library Administration'.
  - ii. 'Stock-standard furniture' and 'Custom-built furniture'. (6+7+7)
  
2. a.) State the significance of 'Programming' in planning a library building.  
b.) Distinguish between:
  - i. 'Preliminary planning' and 'Working drawing'.
  - ii. 'Bureaucratic organizational structure' and 'Democratic organizational structure'. (6+7+7)
  
3. Mention different methods of Stock Verification and its advantages and disadvantages. In this context elucidate the importance of weeding out of books in the library. (8+6+6)
  
4. "Annual Report is an essential information source of a library" – justify the statement. Make a draft annual report of a modern report. Explicate the role of library committee in day-to-day administration. Mention different statistical records maintained in a library. (3+7+5+5)