

DLA020 : Management of Libraries and Information Centres

1. Explain the principles of Scientific Management and their application to Libraries.
2. Enumerate the various book selection tools. Discuss the policies, Procedure and problems in collection development of periodicals in university libraries.
3. Explain the advantages and disadvantages of various circulation methods.
4. State the objectives of stock verification in libraries. Explain in detail various stock verification methods.
5. Explain the principles of staff management and give a detailed account on Job Analysis and Job Description.
6. Explain the various kinds of budget with examples.
7. Identify the various library records and explain the utility of Library Statistics and Annual Reports in effective Management of Library.
8. Write Short notes on any THREE of the following :
 - a) Library as a System
 - b) Book Shelving
 - c) Preservation Techniques



d) Staff Manual

e) Sources of revenue for public library.



9. Explain the organization and structure of university library system.


