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**I Semester M.L.I.Sc. Examination, Dec. 2012/Jan. 2013**  
**(Semester Scheme) (New)**  
**LIBRARY AND INFORMATION SCIENCE**  
**Management of Library and Information Centres**

Time : 3 Hours

Max. Marks: 80

**Instructions :** 1) Answer **any five** questions.  
2) **All** questions carry **equal** marks.

1. Define management ? Explain the management functions.
  2. What is work analysis ? Discuss the routine jobs involved in the circulation section of a library.
  3. What do you mean by personnel management ? State and explain the duties and responsibilities of various professionals in library.
  4. Describe the training and development of knowledge and skill for library professionals.
  5. State the various sections of a library and explain the functions of reference section.
  6. What is financial management ? Discuss different methods of budgeting.
  7. Describe the importance of rules and regulations in library management.
  8. Write short notes on **any four** of the following :
    - a) LMBO
    - b) Library Records
    - c) Library Statistics
    - d) Library Furniture and Equipments
    - e) Work flow routine
    - f) Human relations.
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