



الجامعة الإسلامية العالمية شيتاغونغ
International Islamic University Chittagong

PGD in Library and Information Science

Final Examination

Semester: Autumn- 2018 .

Course Code: LIS-1102

Course Title: Management of Libraries and Information Institutions

Full Marks: 50

Time: 2:30 Hrs.

Part: A (Answer **any two**) 10x2=20

1. What do you mean by personnel management? Briefly describe the functions of personnel management.
2. Do you think Library Section is essential for smoother Library operation? Briefly discuss the different sections and there functions of a Library.
3. Define Library Committee. Elaborately describe the roles and responsibilities of library committee for the development of libraries.

Part: B (Answer **any three**) 10x3=30

4. Define library budget. What are the sources of income and expenditure of library? Briefly describe the phases of library budget.
5. Define stock-taking. Briefly describe the pre-conditions and methods of stock-taking. Which method do you consider for Bangladeshi libraries and Why?
6. What are the resources of a Modern Library? Evaluate the procurement procedure from book selection to shelf arrangement.
7. Write short note (any two)
 - a) Accession Register
 - b) Public Relation
 - c) Copy right law