

Indian Statistical Institute

Documentation Research and Training Centre
M.S in Library and Information Science

Semester 1: Paper – 6 Library Management and Automation

Date: 22/04/2026

Duration: 3 hrs.

Max. Marks: 100

Answer any Five Questions

20 Marks each

1. Explain the concept of library administration and describe the major components of a library system. Discuss the role of housekeeping operations such as acquisition, circulation, and serials control in effective library management.
2. Discuss the procedures and methods of document circulation and serials control in a modern academic library. How would you implement these procedures efficiently in a university library environment?
3. Analyze the organizational structure of a library, highlighting the roles of library authority and library committee. Evaluate how organizational structure influences decision-making and service delivery.
4. Discuss the functions of management (planning, organizing, staffing, leading, budgeting, and controlling) with suitable examples from library settings. Evaluate their importance in achieving institutional goals.
5. Examine the principles of Human Resource Management in libraries, including recruitment, motivation, training, and performance appraisal. How do these practices influence staff productivity and user satisfaction?
6. Discuss different types of library budgets such as PPBS, ZBB, and Line Budgeting. Analyze their advantages and limitations and suggest the most suitable budgeting method for an academic library.
7. Write short notes on any two
 - a) VuFind
 - b) ERMS
 - c) OPAC
 - d) TQM