

**P-204 MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS**  
**LONG QUESTIONS:**

1. Explain the concept of management and the functions of management.
2. Define basic functions of management (POSDCORB).
3. What are the different sections of library? Explain acquisition module.
4. What is HRM? Explain human resource planning.
5. Define HRM. Explain the methods of HRM.
6. Explain the source of finance in library?
7. What is TQM? Explain its concept.
8. What are the key responsibilities and objectives of library housekeeping operations, and how do they contribute to the overall functioning of the library as a user-friendly space?
9. How can libraries develop and implement a comprehensive housekeeping policy that addresses various aspects of cleanliness, safety, and resource preservation?
10. What strategies and best practices should libraries follow to effectively manage the cleaning and maintenance of physical collections, including books, periodicals, and archival materials?
11. In the context of digital collections and electronic resources, what are the specific housekeeping tasks required to ensure the integrity, accessibility, and security of digital assets?
12. How does the selection and use of cleaning products, equipment, and technologies impact the efficiency and environmental sustainability of library housekeeping operations?
13. What measures should libraries take to ensure the safety and health of both staff and library users during housekeeping activities, including the handling of potentially hazardous materials or situations?
14. What strategies can libraries employ to create a welcoming and comfortable physical environment, considering factors such as furniture arrangement, lighting, ventilation, and signage as part of housekeeping efforts?
15. In light of budget constraints and resource limitations, how can libraries optimize housekeeping operations without compromising the quality of service and cleanliness provided to patrons?
16. What role does on-going staff training and development play in maintaining high standards of housekeeping, and how can libraries ensure that staff are equipped with the necessary knowledge and skills?
17. What is the significance of effective human resource management in today's dynamic and competitive business environment, and how does it contribute to an organization's success and sustainability?
18. What are the primary objectives and goals of financial management in libraries, and how do they align with the broader mission of library services?

19. How can libraries develop and implement a comprehensive financial management strategy that encompasses budgeting, resource allocation, and financial planning to ensure the sustainability of library operations?
20. What strategies can libraries employ to secure funding from various sources, such as government grants, donations, and user fees, and how can they diversify their revenue streams?
21. What are the best practices for creating and managing a library budget, including considerations for personnel costs, collection development, technology investments, and maintenance expenses?
22. In the context of technological advancements and digital resources, how should libraries allocate their financial resources to balance the needs of physical and digital collections, as well as the necessary infrastructure to support them?
23. How can libraries effectively track and manage expenses to ensure fiscal responsibility and transparency while meeting the evolving demands of their users?
24. What role does financial forecasting and risk management play in helping libraries anticipate and mitigate potential financial challenges, such as inflation, economic downturns, or unforeseen emergencies?
25. What strategies can libraries employ to maximize the cost-effectiveness of their services and operations while delivering high-quality services to their patrons?
26. How should libraries approach long-term financial planning, including considerations for capital projects, renovations, and the maintenance of physical facilities?

#### SHORT QUESTIONS:

1. What is the primary goal of library management?
2. Define collection development in libraries.
3. What is a library catalog, and how is it managed?
4. How do libraries handle interlibrary loans?
5. What are the key components of library circulation management?
6. Explain the concept of information literacy.
7. How do libraries manage electronic resources and databases?
8. What is the role of metadata in library management?
9. Describe the principles of open access in library science.
10. How do libraries assess user needs?
11. What is the purpose of a library advisory board?
12. Define cataloguing in the context of library management.
13. How do libraries manage rare and special collections?
14. Explain the concept of intellectual freedom in libraries.
15. What is the purpose of a library strategic plan?
16. How do libraries manage their physical space?
17. Describe the role of library staff in user services.
18. What is the purpose of library marketing and outreach?
19. How do libraries handle copyright issues?
20. Define the concept of weeding in library collection management.

21. Explain the importance of diversity in library collections.
22. What is the role of technology in library management?
23. How do libraries manage disaster preparedness and recovery?
24. What are the ethical considerations in library management?
25. Describe the role of budgeting in library management.
26. How do libraries promote lifelong learning?
27. Explain the concept of benchmarking in library management.
28. What are the challenges in managing digital archives?
29. How do libraries handle privacy and data protection?
30. Describe the role of a library advisory committee.
31. What is the purpose of a library user survey?
32. Explain the concept of digital preservation in libraries.
33. How do libraries ensure accessibility and inclusivity?
34. Define resource sharing in library science.
35. What is the role of public relations in library management?
36. How do libraries handle challenges related to censorship?
37. Describe the role of cataloguing standards in library management.
38. What is the purpose of library performance measurement?
39. Explain the concept of information commons in libraries.
40. How do libraries manage electronic theses and dissertations (ETDs)?
41. What is the role of community partnerships in library management?
42. Describe the principles of fair use in library operations.
43. How do libraries handle e-books and digital lending?
44. Define the concept of user-centered library design.
45. What is the purpose of a library advisory council?
46. Explain the role of information literacy instruction.
47. How do libraries manage outreach to underserved populations?
48. Describe the challenges of managing multimedia collections.
49. What is the role of a library consortium?
50. How do libraries adapt to emerging technologies in information science?