



MONAD UNIVERSITY, HAPUR (UP)

Course: D.Lib.I.Sc. Subject: Library Organization and Management Theory

Assignment No: 2

Due Date of Submission: 05 November 2016

Instructions:

1. Write the responses to the assignment in your own handwriting.
2. Submit the responses to your HOD within the due date.
3. Write your name, programme and enrollment number clearly at the top of the Pages.

Question 1

- a) Explain the different departments / sections of library and their functions.
- b) Define library administration. Write its functions.

Question 2

- a) Explain the staff formula given by Dr. S.R. Ranganathan.
- b) Explain the duties and responsibilities of library professionals.



MONAD UNIVERSITY, HAPUR (UP)

Course: D.Lib.I.Sc. Subject: Reference Service and Document Bibliography

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Question 1

- a) Explain the different types of reference sources and their importance.
- b) Define bibliography. What is the importance of bibliography?

Question 2

- a) Explain in brief the encyclopedia of Britannica and Americana.
- b) Explain the preparation and structure of bibliography.