ASSIGNMENT NO. 1
(Units 10-14)

Note: All questions carry equal marks.

Q.1 Define budgeting and different kinds of budgets. Prepare the budget of a special library having 1.5 million collection with addition of 1500 books and 10 research journals every year. 1 Senior librarian at BPS-18, 2 Librarians at BPS-17, 4 Catalogers/classifiers at BPS-16, 6 Clerical staff at BPS-9 and 4 Naib qasids at BPS-1 are working in the library.

Q.2 Distinguish different academic libraries and explain the functions of each.

Q.3 Prepare an organizational chart of university library having physical collection and digitized documents.

Q.4 How special library management is different from public library management?

Q.5 Suggest recruitment process for school librarian.
ASSIGNMENT NO. 2
(Units 15-18)

Total Marks: 100
Pass Marks: 40

Note: All questions carry equal marks.

Q.1 Write an article on management of college libraries in Pakistan with special reference to required human resource.

Q.2 Describe the process for developing public library plans.

Q.3 How management of a traditional library is different from management of a digital library? Explain your answer with example.

Q.4 Explain the following terms:
   a) PERT
   b) Gantt Chart
   c) MBO

Q.5 Explain qualities/skills of a librarian required to manage a digital library.