ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Library and Information Sciences)

Course: Management of Libraries and Information Centre–I (5641)
Level: MLIS   **Semester: Autumn, 2013**
Total Marks: 100   **Pass Marks: 40**

Note: Use your own words while working on your assignment. In case of quoting any fact or statement from any source, always remember to provide full reference of the source according to "Turabian's Manual" provided in your course material. All questions carry equal marks.

ASSIGNMENT No. 1
(Units: 1–5)

Q. 1 Discuss in detail the following three periods of Management:
     i)   Pre- 1937 Period
     ii)   The Scientific Period (1937-1955)
     iii)   The Human Relations Period (1955 present)

Q. 2 Explain the term library planning. Why it is important in libraries? Also discuss different types of plans.

Q. 3 What is motivation? Discuss the benefits of motivation with respect library environment.

Q. 4 Develop university library organizational chart and provide explanation of different library sections?

Q. 5 Explain the following motivational theories:
     i)   Maslows' Need Hierarchi
     ii)   Hurzburg two factor theory
     iii)   Expectancy theory
     iv)   Equity theory

ASSIGNMENT No. 2
(Units: 6–9)

Total Marks: 100   **Pass Marks: 40**

Note: All questions carry equal marks.

Q. 1 Explain the term leadership? How different types of leaders behave differently? Discuss with examples.

Q. 2 What is communication? How different types of communication play important role in a library working?

Q. 3 Write notes on the following:
     i)   Functions of management
     ii)   Programmed and non-programmed decision making

Q. 4 Explain the principles of management in detail with example from library.

Q. 5 Write notes on the following:
     i)   Qualitative approach of decision making
     ii)   Quantitative approach of decision making

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