

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

**WARNING**

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

**Course: Management of Libraries and  
Information Centre-I (5641)  
Level: MLIS**

**Semester: Autumn, 2012  
Total Marks: 100  
Passing Marks: 40**

**ASSIGNMENT NO. 1**  
(Units 1-5)

**Note:** All questions carry equal marks.

- Q.1 Describe the evolution of management theories. How and when different theories of management adopted by library profession?
- Q.2 Describe functions and principles of management with example from library.
- Q.3 Define the following types of plans with examples from library:
- a) Objective
  - b) Strategy
  - c) Policies
  - d) Procedure
  - e) Rule
- Q.4 Define organizing function of management? Also describe different methods of departmentation.
- Q.5 Describe in detail the Herzberg's two factor theory of motivation by identifying motivational factors and hygiene factors.

**ASSIGNMENT NO. 2**  
**(Units 6-9)**

**Total Marks: 100**  
**Passing Marks: 40**

**Note:** All questions carry equal marks.

- Q.1 Explain different leadership styles and suggest with justification the leadership style for a college library head having 15 subordinates.
- Q.2 a) Describe rationale decision making process.  
b) Describe communication process along with the barriers of communication.
- Q.3 Write notes on the following.  
a) Maslow's Need Hierarchy  
b) Centralization and decentralization
- Q.4 Discuss controlling in the management process by providing examples from a large library.
- Q.5 Why job description is important? Write job description of chief librarian, Deputy librarian, Assistant librarian and Library assistant.