

**National Institute of open schooling**  
**Senior Secondary Course : Library and Information Science**  
**Lesson 15 (15A) : Library System and Management**  
**Worksheet 15**

1. A library exists when the three components of its trinity – the readers, the books and the staff – are in purposive contact with each another. Support the statement.
2. State in brief, the jobs being done in different sections of a library
3. The five fundamental functions of library management are planning, organizing, staffing, leading and controlling. Discuss these in details.
4. A library is referred to as a ‘social institution’ and a ‘service institution’, which serves the current as well as life-long learning needs of the society. Support the statement.
5. Being a librarian, the elements of management would you like to follow in library.
6. You have been asked to identify functions of library management.
7. The library management means efficient and effective management of material (information sources), machinery, men (human resource), technology and money to meet the objectives of the library. Justify the statement.
8. Discuss the contribution of Henry Fayol (1841-1925) in expounding the principles and practices of management in their modern context.
9. Can we say “Library is a system”.
10. Do you think ‘Library provides perpetual self-education’?