

National Institute of open schooling
Senior Secondary Course : Library and Information Science
Lesson 16 (A) : Library Staff
Worksheet - 16

1. Is staffing the most necessary element of management? justify the statement.
2. Being a librarian, how would you manage the manpower planning in library?
3. You have been asked to justify the purpose of staff training in library.
4. Please prepare a statement of case on importance of induction programme for the newly inducted library staff.
5. Would you like to have a performance appraisal mechanism in your library system, if yes then substantiate your decision.
6. Staff training and development should be an in-built facility. Why?
7. How salary structures are different from fringe benefits?
8. Please share your strategy through which your library could always maintain its standard of performance efficiency ,irrespective of any change.
9. A library staff of a middle level is not working as per the requirement of the library system ,Can you see a positive role of performance appraisal in improving his/her performance output?
10. The staff employed for a library can be categorized into 4 groups as given Professional, Semi professionals, Non-professionals and Support staff, at which level will you enjoy working more and why ?