

- Q.28 Write the function of library management.
 - Q.29 Explain the major sources of finance in library.
 - Q.30 Describe the library statistics.
 - Q.31 Define the role of libraian in library building planning.
 - Q.32 Management is a continue process? Explain it.
 - Q.33 Define TQM in briefly.
 - Q.34 Explain the responsibilities of librarian towards committee.
 - Q.35 Explain any one method of stock verification.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 What is library stock verification? Defined need and purpose.

Q.37 Define annual Report and draft the annual report in university library.

Q.38 i) Short note on non-book material.
ii) Short note on archival material

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SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Library cooperation is well known by:

 - a) INIS
 - b) UNISIST
 - c) DEWEY
 - d) Farmington plan

Q.2 Full form of TQM?

 - a) Total quality management
 - b) Total quality
 - c) Both a and b
 - d) All of these

Q.3 POSDCORB was adopted by?

 - a) J.W. Schulze
 - b) Hendry Fayd
 - c) F.W. Taylor
 - d) Luther Gulick

Q.4 What is standard size of accession register?

 - a) 16x12
 - b) 16x13
 - c) 16x11
 - d) 16x18

Q.5 How many columns are there in the access register?

- a) 10
- b) 12
- c) 16
- d) 14

Q.6 How had invented the MBO?

- a) Eltomm mayo
- b) Peter Drucker
- c) Frederic winslow taylor
- d) Kermeth Blanchard

Q.7 What is management?

- a) Management is process
- b) Process of making collection
- c) Is a collective process
- d) Is a single process

Q.8 Which of among these is not stock verification method:

- a) Sample verification
- b) By accession register
- c) Numerical counting
- d) Stock rectification

Q.9 POSDCORB is related to _____

- a) Library catalogue
- b) Library automation
- c) Library administration
- d) Library reference services

Q.10 John drury is connected with:

- a) Charging system
- b) Book selection
- c) Library legislation
- d) All of these

SECTION-B

Note: Objective type questions. All questions are compulsory. $(10 \times 1 = 10)$

- Q.11 Write any one book selection technique.
- Q.12 Full form of TQM.
- Q.13 Define library resource sharing.
- Q.14 Write name any one equipment in library.
- Q.15 Write any one method of stock verification.
- Q.16 Write any two function of management.
- Q.17 Define close Access system.
- Q.18 Give number of column in accession Register.
- Q.19 Write any two method of annual report.
- Q.20 What is library statistics?

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. $(12 \times 5 = 60)$

- Q.21 Write a short note on accession register.
- Q.22 Write five purpose of resource sharing.
- Q.23 Write any six principle of library management.
- Q.24 Define the need of library records.
- Q.25 Explain the techniques of preservation of library collection.
- Q.26 Brief the steps involved in SDI.
- Q.27 Describe the library records. Explain the sources of library records.