

- Q.26 Write any five functions of library management  
 Q.27 Write any five features of a good library budget.  
 Q.28 Explain any two principles of library management.  
 Q.29 Make a list of safety measures for a college library.  
 Q.30 Explain 'POSDCORB' in brief.  
 Q.31 Explain the factors of library building  
 Q.32 Write a short note on library rules  
 Q.33 Write the name of any ten principles of library management.  
 Q.34 Describe any two types of committee.  
 Q.35 Describe the 'Scalar chain' & 'unity of command'

#### SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)  
 Q.36 Define library management. Explain the functions of library management.  
 Q.37 Define library finance, Explain the sources of finance for an college library  
 Q.38 Define budget. Explain the various budgeting techniques.

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Roll No. ....

### 3rd Sem / Library & information Science

#### Subject:- Library and Information management-I

Time : 3Hrs.

M.M. : 100

#### SECTION-A

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

- Q.1 Which is correct one .  
 a) POSDCORB                      b) POD CORB  
 c) PSO DORB                      d) POSB CORB
- Q.2 MBO stands for \_\_\_\_\_.  
 a) Modern budget operation  
 b) Management by objectives  
 c) Management by organisation  
 d) None of these
- Q.3 'Division of work' is one the principles of \_\_\_\_\_.  
 a) Supervision  
 b) Organisation  
 c) Scientific management  
 d) None of these
- Q.4 Which one is odd :  
 a) AC                                      b) Photocopy machine  
 c) Computer                              d) New arrival stand

Q.5 The principles of scientific management were expounded by :

- a) P.F Drucker                      b) Margret mann
- c) F.W Taylor                      d) E . mayo

Q.6 Scalar chain indicates line of authorities from :

- a) Left to right                      b) Right to left
- c) Top to bottom                      d) Bottom to top

Q.7 College library budget is approved by the :

- a) Library council
- b) College committee
- c) UGC
- d) Principle of the college.

Q.8 The acronym POSDCORB was coined by :

- a) L . Gulick                      b) MAX Weber
- c) G R Gerry                      d) None of these

Q.9 PPBS relates to :

- a) Management                      b) Budgeting
- c) Organisation                      d) None of these

Q.10 Assessment of future' is one of the step of :

- a) planning                      b) Management
- c) Event                      d) None of these

## SECTION-B

**Note:** Objective type questions. All questions are compulsory. (10x1=10)

Q.11 Write the meaning of management.

Q.12 Write any two names of library equipments.

Q.13 Espirit-de-corps emphasizes team work. ( True/False)

Q.14 F.W Taylor is regarded as a father of scientific managements.

Q.15 Assessment of future is one step in the process of planning. ( True/False)

Q.16 Write the full form of 2BB

Q.17 Write the name of one type of library committee.

Q.18 Management is a continuos process. ( True/False)

Q.19 \_\_\_\_\_ is the term for the function of library management.

Q.20 Write any one library role.

## SECTION-C

**Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

Q.21 Define management & Write its any four principles.

Q.22 Make a organisational structure of a university library.

Q.23 Management is a art or science , Explain in brief.

Q.24 Define budget & Write its any three features.

Q.25 Define library committee . Write the names of types of library committee.