

- Q.25 Write any five factors of a good library budget.
- Q.26 Write a short note on library rules.
- Q.27 "Management is a continuous process". Explain it.
- Q.28 Define disaster management. Describe any three disaster in a library.
- Q.29 Describe any one principle of library management.
- Q.30 Explain any three principles of library building.
- Q.31 Write any five functions of library committee.
- Q.32 Explain the zero-based budget.
- Q.33 Define library authority. Write its three characteristics.
- Q.34 Explain any three factors of planning of library building.
- Q.35 Describe the importance of safety measures in a library and write the names of safety measures.

SECTION-D

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

- Q.36 Explain the principles of library management.
- Q.37 Define library finance. Explain the sources of finance for an academic library.
- Q.38 Define library committee. Explain in detail the types of library committee.

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Roll No.

3rd Sem / LIS

Subject:- Library & Information Management - I

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Generally special library get their funds from:
- a) Govt Grants b) Subscriptions
 - c) Fees d) Parent Body
- Q.2 Division of work is one of the principles of:
- a) Supervision
 - b) Organization
 - c) Coordination
 - d) Scientific Management
- Q.3 The principles of Scientific Management were expounded by:
- a) P.F. Drucker b) M. Weber
 - c) F.W. Taylor d) E. Mayo
- Q.4 Zero based budget measures:
- a) Budgeting without funds
 - b) Performance Budget

- c) Budgeting afresh
- d) Budgeting based on previous years
- Q.5 The principle Espirit-de-corps emphasizes:
 - a) Group work b) Collective Work
 - c) Team work d) Personal Work
- Q.6 Scalar chain refers to:
 - a) Hierarchy b) Direction
 - c) Command d) Order
- Q.7 Budgeting is an effective management:
 - a) Weapon b) Tool
 - c) Instrument d) Machine
- Q.8 The earliest form of organization structure is:
 - a) Bureaucracy b) Departmentalization
 - c) Project Organization d) Matrix
- Q.9 'Scalar Chain' indicates line of authorities from:
 - a) Left to Right b) Right to Left
 - c) Top of bottom d) Bottom to Top
- Q.10 The three recognized levels of management are:
 - a) Top, Middle, Low
 - b) High, Medium, Low
 - c) Top, Middle, Operational
 - d) Apex, Middle, Low

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SECTION-B

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

- Q.11 "Management is a continuous process " (T/F)
- Q.12 Division of work is one of the principles of _____
- Q.13 POSDCORB is the term for the function of library management. (T/F)
- Q.14 F.W. Taylor is regarded as a father of Scientific Management . (T/F)
- Q.15 Write the standard sizes of book racks.
- Q.16 Write any one library rule.
- Q.17 Who has identified the fourteen principles of management?
- Q.18 Write the meaning of Adhoc committee.
- Q.19 Write the full form of ZBB.
- Q.20 Write any one source of finance for a library.

SECTION-C

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

- Q.21 Define management. Write its any three functions.
- Q.22 Describe any one method of budgeting.
- Q.23 Describe the importance of organizational structure in the library.
- Q.24 Describe any two types of library committee.

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