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**4th Sem./ Library & Information Science**

**Subject : Library & Information Management - II**

Time : 3 Hrs.

M.M. : 60

**SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Books selection Committee come under the categories of \_\_\_\_\_ committees.
- a) Statuary                      b) Standing  
c) Ad-hoc                      d) Working
- Q.2 The facility of inter library loan is provided by \_\_\_\_\_ department.
- a) Reference                      b) Circulation  
c) Technical                      d) Acquisition
- Q.3 What is standard size of accession register?
- a) 16 x 12                      b) 16 x 13  
c) 16 x 11                      d) 16 x 18

Q.4 POSDCORB is related to \_\_\_\_\_

- a) Library Catalogue
- b) Library Automation
- c) Library Administration
- d) Library Reference service

Q.5 The students, teachers and research scholars are the uses of \_\_\_\_\_ library.

- a) Academic                      b) Public
- c) Special                        d) Government

Q.6 Who is the father of scientific Management?

- a) F.W. Taylor                      b) Luther Gulick
- c) Harold Kdontz                  d) Luther Gulick

### SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)

Q.7 Give full form ILL.

Q.8 Give column in accession register \_\_\_\_\_

Q.9 Write name any one furniture in library.

Q.10 Write any one need of book binding.

Q.11 Give any one equipment of library.

Q.12 Give name any one non- book material.

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### SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

Q.13 Draw a different column of the accession Register

Q.14 Describe requirement for library equipment.

Q.15 Describe the steps in planning a library building.

Q.16 Why binding is essential in the library and discuss its uses?

Q.17 Discuss the needs of extension service

Q.18 Write benefits for resource sharing in library.

Q.19 Write short note on 'shelf rectification'.

Q.20 Describe the techniques of library budget.

Q.21 Write down the steps for preservation of books.

Q.22 Define the concept of mobile library.

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

Q.23 Describe various kinds of library furniture and equipments are required in university library.

Q.24 Describe Annual Report and explain its contents and objectives of annual report.

Q.25 Define library stock verification. Explain its merits and methods of stock verification.

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