

- 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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**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 Esprit-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

## **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.