

- Q.31 Write the methods of preservation of archive material in the library.
- Q.32 Brief any five methods of resource sharing?
- Q.33 What is the various components of TQM?
- Q.34 Write down the various columns of accession registers.
- Q.35 Define annual report? What is the difference between annual report and budget?

SECTION-D

Note: Long Answer type question. Attempt any two questions. (2x10=20)

- Q.36 What is library statistics? Explain the components and elements of library statistics in detail.
- Q.37 What is book preservation? Explain the need and methods of book preservation in detail.
- Q.38 What is Total Quality Management (TQM)? Describe the implementation of TQM in Library.

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Roll No.....

5th Sem / LIS

Subject : Library and Information Management-3

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 The central concept of TQM is :
 a) SWAT Analysis b) JOHARI Windows
 c) Quality Circles d) ISO 9002
- Q.2 John Drury is connected with :
 a) Charging System b) Book Selection
 c) Library Legislation d) Library Cataloguing
- Q.3 Library Cooperation is well known by :
 a) Dewey b) UNISIST
 c) Far mington plan d) INIS
- Q.4 Which of the following binding method was known as MOROCCO Binding?
 a) Half leather binding b) Full cloth binding
 c) Linen binding d) Full leather binding
- Q.5 Which of the following elements of total quality do not belong to the group:
 a) Objectivies b) System
 c) Management d) People
- Q.6 Old books can be preserved by :

- a) Reconditioning by tissue paper
 - b) Micro filming
 - c) Digitizing
 - d) All of the above
- Q.7 Who gave fourteen principles of management?
- a) Henry Fayol b) F.W. Taylor
 - c) Luther Gullick d) None of the above
- Q.8 Which of among these is not stock verification method:
- a) By accession register
 - b) Sample verification
 - c) Numerical Counting
 - d) Stock Rectifications
- Q.9 Which are the infamous enemies of Library?
- a) Fire b) Water
 - c) Human beings d) All of the above
- Q.10 Luther Gullick framed the functions of management under the catch word:
- a) POSDCORB b) TQM
 - c) PPBS d) None of the above

SECTION-B

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

- Q.11 Give the Full form of TQM.
- Q.12 Write meaning of inter library loan.
- Q.13 Name one example of library extension service.

- Q.14 Write any one book selection technique.
- Q.15 Give one example of archival material.
- Q.16 In which register the permanent record of the books kept in the library.
- Q.17 Write any one method of book preservation.
- Q.18 Write down any one method of registration.
- Q.19 What is the standard size of accession register?
- Q.20 Write any one purpose of library extension service.

SECTION-C

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

- Q.21 Write a short note on Accession register.
- Q.22 Describe the process of book binding.
- Q.23 Write a brief note on how the air cooling is helpful in preservation process.
- Q.24 Write five needs of stock verification.
- Q.25 Briefly explains the resources sharing.
- Q.26 State difficulties in the preservation of non-book material.
- Q.27 Write five purposes of annual report.
- Q.28 Write down give the important steps involved in preparing annual report.
- Q.29 Brief the steps involved in SDI.
- Q.30 Explain briefly the major sources of finance in library.