

- 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. $(2 \times 10 = 20)$

- 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. $(10 \times 1 = 10)$

- 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) Farmington 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) Objectives b) System
 c) Management d) People
- Q.6 Old books can be preserved by : (1) 181652/121652/131652

- 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.