

- Q.28 Describe the factors of library building. (any three)
- Q.29 Write a short note on 'POSDCORB'.
- Q.30 Write any five features of a good library budget.
- Q.31 Describe the zero based budget.
- Q.32 "Management is a continuous process" describe it.
- Q.33 Make a list of a college library rules. (any five)
- Q.34 Write a short note on safety measures in a library.
- Q.35 Describe the 'division of work' & 'span of control'.

SECTION-D

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

- Q.36 Define library committee. Explain the role & functions of library committee.
- Q.37 Describe the 14 principles of library management.
- Q.38 Explain the organisational structure for a university library.

No. of Printed Pages : 4

181631/121631/31631

Roll No.

3rd Sem / Library & information Science

Subject:- Library & Information Management - I

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Which is/are the components of planning process?
- What to do & who to do it
 - When to do it
 - How to do it
 - All of these
- Q.2 Scalar chain refers to
- Direction
 - order
 - Hierarchy
 - command
- Q.3 MBO stands for
- Modern budget operation
 - Management by organisation
 - Management by objectives
 - None of these
- Q.4 How many principles of management enanciated by H. Fayol?
- 12
 - 13
 - 14
 - 15

- Q.5 Special library get their funds from:
 a) Govt. grants b) parent body
 c) Fees d) subscription
- Q.6 Which one is odd
 a) Unity of function b) Span of control
 c) Unity of command d) POSDCORB
- Q.7 Which is/are the factor of library budget.
 a) Size of library b) Rising cost
 c) kinds of users d) None of these
- Q.8 PPBS relates to:
 a) Budgeting b) Administration
 c) Management d) All of these
- Q.9 Maximum profit is one of the principles of:
 a) Organisation
 b) Administration
 c) Scientific management
 d) Planning
- Q.10 Budgeting is an effective management _____
 a) Tool b) machine
 c) instrument d) none of these

SECTION-B

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

- Q.11 Write the full form of ILL.
 Q.12 Henry Fayol is the father of management theory. True/False

(2) 181631/121631/31631

- Q.13 Scalar chain refers to hierarchy. True/False
 Q.14 Library budget is an _____ of income & expenditure.
 Q.15 Write the meaning of unity of command.
 Q.16 Academic library building should be central place of institute. True/False
 Q.17 Management is an art or science. True/False
 Q.18 Write any two rules of library for users.
 Q.19 Authority & responsibility is one of the principles of _____.
 Q.20 Write the full form of PPBS.

SECTION-C

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

- Q.21 Define management. Write its three characteristics.
 Q.22 Define library authority & write its three features.
 Q.23 Write any five functions of library committee.
 Q.24 Explain any two principles of library management.
 Q.25 Explain any one form of library organisation structure.
 Q.26 Describe various sources of finance in library.
 Q.27 Define disaster management. Explain the types of disaster.

(3) 181631/121631/31631