

- 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.

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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?

 - a) What to do & who to do it
 - b) When to do it
 - c) How to do it
 - d) All of these

Q.2 Scalar chain refers to

 - a) Direction b) order
 - c) Hierarchy d) command

Q.3 MBO stands for

 - a) Modern budget operation
 - b) Management by organisation
 - c) Management by objectives
 - d) None of these

Q.4 How many principles of management enunciated by H. Fayol?

 - a) 12 b) 13
 - c) 14 d) 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 cast
 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

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- 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.

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