

AU-6789
B.A. (Hon's). Library and Information Science (First Semester) Examination, 2014

Library Management
Paper: Second
Time Allowed: Three Hours
Maximum Marks: 60

Model Answer

Prepared by

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(Section-A)

Question 1: Objective Type Questions:

- Cataloguing
- Luther Gulick
- F W Taylor
- Peter Phyr
- Mc Colvin
- Motivation
- Recruitment
- 1970
- Non –Recurring
- Catalogue Card

Section-B

Question 2: Describe the technical procedures of reading materials.

Answer:

- Introduction
- Meaning of technical procedure
- Definitions of reading materials
- Need Objectives and Characteristic of technical procedure
- Principles of technical procedure for reading materials
- Summary and Conclusion

Question 3 Describe the POSDCORB in detail.

Answer:

- Introduction
- P-Planning
- O-Organizing
- S-Staffing
- D-Directing
- Co-Co-ordination
- R-Reporting
- B-Budgeting
- Summary and Conclusion

Question 4 Explain about the principles of book selection.

Answer:

- Introduction
- Objective of the book selection
- Need and importance of book selection
- Essential components of book selection
- Policy of book selection
- Importance of book selection
- Conclusion

Question 5: Discuss on the sources of finance of academic library.

Answer:

- Introduction
- Academic library-
 - School Library
 - College Library
 - University Library
- Objective of financial source in academic libraries
- Needs and importance of Finance for the academic Library
- Important Sources for the Finance
- Paucity of funds in academic library
- Conclusion

Question 6: Explain the importance of stock verification.

Answer:

- Introduction
- Definition
- Need of the stock verification

- Essential factors stock verification
- Basic Norms of stock verification
- Summary and Conclusion

Question 7: What is library budget ? Explain the types of library budget in detail

Answer:

- Introduction
- Meaning of Library budget
- Types of library budget
 - Line by line budget
 - Lim-sum budget
 - Planning budget
 - Performance budget
 - Planning programming budget
 - Zero base budget
- Conclusion

Question 8: Explain the function of library management

Answer:

- Introduction
- Meaning of Management
- Definitions of Management
- Need Objectives and Characteristic
- Function of library management
- Summary and Conclusion.

Question 9: Write short notes any four

- **Library building**
- **Method of book selection**
- **Source of finance of public library**
- **Finance Estimation**
- **Book selection policies**
