

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 What are the key design principles for a modern library building?
- Q.24 What are the stock verification. What are common methods used for stock verification in libraries.
- Q.25 Describe the Annual report and explain its contents.

No. of Printed Pages : 4

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Roll No. ....

### 4th Sem / Library & Information Science

### Subject : Library and Information Management - II

Time : 3 Hrs.

M.M. : 60

### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 POSDCORB was adopted by?
- a) j w schulze                      b) Hendry fayd
- c) F.W Taylor                      d) Luther Gulick
- Q.2 What is standard size of accession register?
- a) 16 x 12                      b) 16 x 13
- c) 16 x 11                      d) 16 x 18
- Q.3 How many columns are there in the accession register?
- a) 10                      b) 12
- c) 16                      d) 14

- Q.4 Who is referred to be the “Father of scientific Management”?
- a) Henry Fayol                      b) Robert owen  
c) Fredrick W.Taylor      d) None of these
- Q.5 What is management?
- a) Management is process  
b) Process of making collection  
c) Is a collective process  
d) Is a single process
- Q.6 Which budgeting method requires justifying all expenses from scratch, regardless of previous budgets?
- a) Incremental budgeting  
b) Zero-based budgeting  
c) Program-based budgeting  
d) Performance-based budgeting

### SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Write any one source of finance.

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- Q.8 Write any one causes of the loss of Books.
- Q.9 Write any one method of stock verification.
- Q.10 Write any one equipment of library.
- Q.11 Define Close Access system.
- Q.12 Give number of column in Accession Register\_\_\_\_\_

### SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Write the steps for library building.
- Q.14 Describe the needs for extension service.
- Q.15 Write the techniques for library Budgeting.
- Q.16 Describe the mobile library.
- Q.17 Write five purpose of resource sharing?
- Q.18 Write any six principle of library management?
- Q.19 Define the need of library records.
- Q.20 Explain the techniques of preservation of library collection.
- Q.21 Write any four name of library furniture.
- Q.22 Define Book binding and explain its needs.

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