

Q.31 Define the concept of management.

Q.32 Explain budget and any one technique of budget.

### SECTION-D

**Note:** Long answer type questions. Attempt any three questions out of four questions. (3x10=30)

Q.33 What are the steps involved in the planning of a library building?

Q.34 Differentiate between libraries Authority & library committee.

Q.35 What are the problems in STAFF management.

Q.36 What is stock verification? Discuss its usefulness.

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**3rd Sem. / LIS**

**Subject : Library Information Mgmt-I**

Time : 3 Hrs.

M.M. : 100

### SECTION-A

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

Q.1 Staffing is one of the elements of management is it true or false.

Q.2 Library rules are framed for\_\_\_\_\_

Q.3 \_\_\_\_\_ is library management software.

Q.4 \_\_\_\_\_ increases the lifespan and hence utility of the book.

Q.5 Ventilation is necessary for the \_\_\_\_\_ of libraries.

Q.6 Insurance must be done for\_\_\_\_\_

Q.7 Library \_\_\_\_\_ services are for the benefits of readers.

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- Q.8 \_\_\_\_\_ of building is an important aspect of library planning.
- Q.9 \_\_\_\_\_ report is indicative of loss of books in libraries.
- Q.10 The Posdcorb formula was devised\_\_\_\_\_.

### SECTION-B

**Note:**Very short answer type questions. Attempt any ten questions out of twelve questions.  
(10x2=20)

- Q.11 Explain shortly about management.
- Q.12 What is library committee?
- Q.13 What do you mean by unity of command.
- Q.14 What is stock verification?
- Q.15 Full form of POSDCORB.
- Q.16 What is the meaning of library Authority.
- Q.17 Define open access system.
- Q.18 Define organization.

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- Q.19 Define Staffing.
- Q.20 Define Planning.
- Q.21 Describe inter library loan.
- Q.22 Any two functions of Budget in library Managements.

### SECTION-C

**Note:**Short answer type questions. Attempt any eight questions out of ten questions. (8x5=40)

- Q.23 Explain Digital Library.
- Q.24 How we categories of staff in library.
- Q.25 Explain kinds of committee, Name them.
- Q.26 What are the principles of library management.
- Q.27 Explain the factors for framing library rules.
- Q.28 Explain the Agenda of library committee meeting.
- Q.29 Explain fire and safety management.
- Q.30 Define duties of librarian.

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