

PARUL UNIVERSITY
FACULTY OF LIBRARY AND INFORMATION SCIENCE
B.Lib.I.Sc. Summer 2018-19 Examination

Semester: 2**Date: 16/04/2019****Subject Code: 13101152****Time: 10:30am to 1:00pm****Subject Name: Management of Library and Information Centres****Total Marks: 60****Instructions:**

1. Attempt all questions.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary

Q.1 Give the appropriate answer from the following. (One mark each) (10)

(Objective type questions - MCQs)

1. Books lost from the library are known through _____
 (A) Stock verification (B) Charging and discharging
 (C) Shelf list (D) Accession Register
2. _____ is one of the records of circulation section
 (a) Accession Register (b) Day Book (c) Catalogue Card (d) AACR-2 (A)
3. In the One Card system, Blank Cards size
 (a) 5"x2" (b) 6"x3" (c) 6"x4" (d) 5"x4"
4. Check card is prepared in
 (a) Network System (b) Kardex System (c) Two Card System (d) Three Card System
5. Zero based budgets is concerned with
 (a) Present (b) Past (c) Future (d) Remote future
6. ZBB developed by?
 (a) Henry Feyol (b) Peter Phyor
 (c) Luther Gulick (d) L.Urwick
7. Book Selection policies are greatly influenced by
 (a) Management (b) Budget (c) Cost (d) Book
8. The developed an automated book ordering system
 (a) 1957 (b) 1968 (c) 1951 (d) 1952
9. What is the meaning of management?
 (a) Device of talking work form the others (b) Working oneself & also with others
 (c) Working oneself for the others (d) None of these
10. If a library budget prepared without considering previous year budget is known as
 (a) PPBS (b) Formula Budgeting (c) Performance Budgeting (d) Zero Based Budgeting

Q.2 Long Questions. (Any Two) (Ten Marks each) (20)

1. Functions of management according to Luther Gulick & L.Urwick
2. Stock Verification & Stock Rectification
3. Methods and Techniques of Personnel Planning

Q.3 Write a short note. (Any Three) (Five Marks each) (15)

1. Types of staff in library personnel
2. Drury's Principles of Book Selection
3. Principles of Management According to Henry Feyol
4. Budgets Techniques.

Q.4(A) Give the full form of Terms. (All are compulsory) (One Mark each) (05)

1. PPBS
2. ZBB
3. MARC
4. TQM
5. LC

Q.4(B) Write an Appropriate Answer in brief. (All are compulsory) (Two Marks each) (10)

1. Write down the items in the library budget.
2. Write down the information included in accession register.
3. Write down various register use in Serial management
4. Write down register use in systems of issue.
5. Write down Tool for selection of book sellers' lists.