

PARUL UNIVERSITY
FACULTY OF LIBRARY AND INFORMATION SCIENCE
M. Lib. Summer 2016-17 Examination

Semester: 2 and 4**Subject Code: 13201153****Subject Name: Academic Library System****Date: 19/06/2017****Time: 10.00 am to 01.00 pm****Total Marks: 60****Instructions:**

Examination Patter for Bachelor of Library & Information Science (B. Lib. & Inf. Sci.) & Master of Library and Information Science (M. Lib. & Inf. Sci.) (All Theory Papers are in A & B Section with Same Question Numbers and Same Question Pattern & for Practical Papers there should be Two Section A & B base on Syllabus. Such as in Library Classification Practical in A Section – DDC Queries & in B Section – CC Queries)

Section A

Q.1 Give the appropriate answer from the following: (05)

- 1) What does a job description provide for an employee of the library?
 - (a) A full understanding about the reading material
 - (b) A full understanding of the activities to be performed
 - (c) A full understanding about the qualifications
 - (d) A full understanding of the working of the library.

- 2) What is essential of the following for the purpose of recruitment, training needs and later for performance evaluation of the personnel of the libraries?
 - (a) Job analysis
 - (b) Job Satisfaction
 - (c) Job Description
 - (d) Class Analysis

- 3) The process which means to employ persons to work in an organization to fit into positions with a well defined job description is
 - (a) Selection
 - (b) Recruitment
 - (c) Service
 - (d) Employment

- 4) Library Authority indicates
 - (a) Governing body
 - (b) Librarian
 - (c) Library members
 - (d) None of the above

- 5) The task of job analysis of each personnel of the library is done by
 - (a) Observation of the authorities
 - (b) Questionnaire method
 - (c) Interview of the staff
 - (d) All the above

Q.2 Long Question (One or One) (10)

Distinguish between school and college library & University Library objectives and functions.

OR

Briefly mention Collection Organisation for an academic library.

Q.3 Write Short note on (any two): (09)

1. Weeding Out Policy
2. Taxonomy of Library Service
3. Types of Material in Library Collections
4. Collection Care and Evaluation

Q.4 Write a appropriate answer in very few lines (any three) (06)

1. Definition and meaning of Collection development.
2. Advantages of collection development policy
3. Write dawn reasons for care of material.
4. Advantages of Shelf Rectification.
5. Advantages of Stock Verification

Section B

Q.1 Give the appropriate answer from the following: (05)

- 1) Shelf Rectification also known as
(a) Shelf tidying (b) Shelf Checking (c) All of the above

- 2) The process of verifying the documents on the shelves as known as
(a) Stock Verification (b) Stock Rectification

- 3) The assigning of right work to the right person using management techniques is known as
(a) Job Analysis (b) Job description
(c) Job Specification (d) Personnel Specification

- 4) Reflect the relative responsibilities of one job with another are called.
(a) Job Evaluation (b) Job Analysis
(c) Job Description (d) Job Specification

- 5) Which communication has the advantage of uniform message and serves as a permanent record.
(a) Oral Communication (b) Written Communication

Q.2 Long Question (One or One) (10)

Briefly mention of Staff Requirement in Academic Libraries.

And

Briefly mention of important programmes of the UGC for developing academic libraries

Q.3 Write Short note on (any two): (09)

1. Staff Recruitment and Selection
2. Staff Development
3. Resource Sharing
4. Categories of Staff

Q.4 Write a appropriate answer in very few lines (any three) (06)

1. Write down the level of selection in Collection programme.
2. What are the various evaluative methods of job ranking or grading?
3. Two types of communication
4. Write down the Source of Finance.
5. Name of other education institutions promoting libraries and training of library professionals