C.U.SHAH UNIVERSITY
Summer Examination-2017

Subject Name: Library Management
Subject Code: 4AH02LIM2   **Branch: BLISc**
Semester: 2   **Date: 02/05/2017**   **Time: 02:00 To 05:00**   **Marks: 70**

Instructions:
   (1) Use of Programmable calculator & any other electronic instrument is prohibited.
   (2) Instructions written on main answer book are strictly to be obeyed.
   (3) Draw neat diagrams and figures (if necessary) at right places.
   (4) Assume suitable data if needed.

Q-1		**Attempt the following questions:**	**(14)**
	a)	Define Scientific Management	
	b)	What is directing?	
	c)	Define Management Information System	
	d)	Give the type of Periodical Display Rack	
	e)	Types of Library Equipment	
	f)	State the four categories of non-book materials	
	g)	Components of financial management	
	h)	List the methods of estimating funds for libraries	
	i)	Explain the features of Zero-Base Budgeting in five or six lines.	
	j)	What are the major obstacles to implementing TQM?	
	k)	What do you understand by personnel planning?	
	l)	Give a list of the various processes of binding	
	m)	Explain the advantages of stock verification in libraries	
	n)	Explain Inter Libray loan	

Attempt any four questions from Q-2 to Q-8

Q-2		Discuss Fayol's and Barnard's contributions to 'general principles of management	**(14)**
Q-3	**A**	Explain the characteristics of an effective Management Information System	**(07)**
Q-3	**B**	Discuss the preliminary considerations while planning a new library building.	**(07)**
Q-4		Discuss in detail the principles of book selection	**(14)**
Q-5		Explain the planning and procedures involved in procurement of periodicals.	**(14)**
Q-6	**A**	What is stacking? Discuss the different methods of stacking	**(07)**

Q-6 **B** Describe the components of a circulation system (07)

Q-7 **A** Discuss the need and objectives of binding and preservation of materials in libraries. Describe the different kinds of binding. (07)

Q-7 **B** Define the concept of Total Quality Management (TQM). How is TQM implemented in a library and information centre environment ? (07)

Q-8 **A** Briefly explain the methods and techniques of personnel planning (07)

Q-8 **B** Discuss the need and purpose of 'Human Resource Development (HRD)'. Explain the various components of HRD (07)

Q-1 **Attempt the following questions:** (14)
a) Scientific Management *(Gujarati text)*
b) Directing *(Gujarati text)*?
c) Management Information System *(Gujarati text)*
d) Periodical Display Rack *(Gujarati text)*
e) Library Equipment *(Gujarati text)*
f) Non-book materials *(Gujarati text)*
g) *(Gujarati text)*
h) *(Gujarati text)*
i) Zero-Base Budgeting *(Gujarati text)*
j) Total Quality Management *(Gujarati text)*
k) Personnel planning *(Gujarati text)*
l) Binding *(Gujarati text)*
m) *(Gujarati text)*
n) Inter Libray loan *(Gujarati text)*

Q-2 to Q-8 *(Gujarati text)*

Q-2 Management *(Gujarati text)* Fayol's and Barnard's *(Gujarati text)* (14)

Q-3 **A** Management Information System *(Gujarati text)* (07)

Q-3 **B** *(Gujarati text)* (07)

Q-4 *(Gujarati text)* (14)

Q-5 ;FDᵢᶠS GL₅|F%JL ᴆF₈/;FD/, VFJMHG VG/ˢFJ"JFCL ;DHF JMP **(14)**

Q-6 A Stacking X/\ K̄ /P? Stacking/\ V̄,U V̄,U₅ʷWJLVM RRM" **(07)**

Q-6 B Circulation System GF₃₈ˢM;IJ;JFZ J₆"JM **(07)**

Q-7 A ,F.A|ZL;FDU|L GL AF\W₆L VG/HF/J₆L ᴆF₈/GFₚN/X VG/ **(07)** HZ/ZLJFTRRM" VG/AF\W₆L GFH/NFH/NF₅|ˢFZ J₆"JM

Q-7 B Total Quality Management (TQM) GLⱼJFᵇJF VF₅MU|\YF,J VG/ᴆFCLJL **(07)** S/gN|ᴆF\ TQM S/JLZLJ/VᴆᴅF\ᴅ/SJM?

Q-8 A ⱼFSJLUJVFJMHG GL₅ʷWJLVM VG/JSGLSM₈/\SᴆF\;ᴆHFJM **(07)**

Q-8 B Human Resource Development (HRD) GFHZ/ZLJFTVGPₚN/X RRM"P **(07)** Human Resource Development IJJW°₃₈ˢM;ᴆHF JMP