C.U.SHAH UNIVERSITY Summer Examination-2017

Subject Name: Library Management Subject Code: 4AH02LIM2 Semester: 2 Date: 02/05/2017

Branch: BLISc 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		a)	Attempt the following questions: Define Scientific Management	(14)
		b)	What is directing?	
		c) d) e) f) g) h) i) j) k) l) m)	Define Management Information System Give the type of Periodical Display Rack Types of Library Equipment State the four categories of non-book materials Components of financial management List the methods of estimating funds for libraries Explain the features of Zero-Base Budgeting in five or six lines. What are the major obstacles to implementing TQM? What do you understand by personnel planning? Give a list of the various processes of binding Explain the advantages of stock verification in libraries	
Q-2		n)	Explain Inter Libray loan	
			Attempt any four questions from Q-2 to Q-8 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	В	Describe the components of a circulation system	(07)
Q-7	Α	Discuss the need and objectives of binding and preservation of materials in libraries. Describe the different kinds of binding.	(07)
Q-7	В	Define the concept of Total Quality Management (TQM). How is TQM implemented in a library and information centre environment ?	(07)
Q-8	Α	Briefly explain the methods and techniques of personnel planning	(07)
Q-8	В	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 GL j [F6JF VF5M	
	b)	Directing X/K/?	
	c)	Management Information System GLj ffff VF5M	
	d)	Periodical Display Rack GF5 SFZ VF5M	
	e)	Library Equipment GF5 SFZ	
	f)	Non-book materials GF &FZ LU"GL 1: YLT	
	g)	GF&FSLIjIL:YF5GGF38SM	
	h)	,F.A[]ZLDFs[V\NFHLTO\0GLJFNL	

- i) Zero-Base Budgeting GL 1/X/OFTF & FZ 5F\& F.GDF\; DHF 1M
- j) Total Quality Management VD, SZ JF DFs/GFD/6J V JZMWM
- **k**) Personnel planning $\mathcal{DHF}\mathcal{IM}$
- I) Binding $GLIJIW_5|IS|\overline{JF}FFNLVF_5M$
- m) ,f.A[]ZLDF\BZF.GFOFINF;DHF_MP
- n) Inter Libray loan ; DHF IMP

Q-2 to Q-8 DF\YL 3M.56 BFZ 5 | `GM, BM

Q-2		Management ; FY[;\S/FJ[,F;FDFgJ1;wWF\T;\AIWTFayol's and Barnard's GF JMUNFG GI RRF" SZM	(14)
Q-3	A	Management Information System GFV;Z3FZ3,1F6M;DHFJM	(07)

- Q-3 B $G_{IL}, F. \mathcal{A} | ZL | \mathcal{A}_{0}L \setminus U G F V F I M H G S Z T L J B T / 5 | F Z \setminus E S$ (07) $I_{J}RF Z_{0}F V M R R M$ "



Q-5		;FDIISGL5 F%TLDF8[;FD[,VFIMHGVG[SFI"JFTL;DHFJMP	(14)
Q-6	Α	Stacking え/人 人 「ア? Stacking / ア, U ア, U 5wWTL アが発発刑"	(07)
Q-6	B	Circulation System GF38 SM; []: TFZ J6" JM	(07)
Q-7	A	,F.A\ZL;FDU\LGLAF\W&LVG[HF/J&LDF&[GF_pN[XVG[HZ]ZLIFTRRN"VG[AF\W&LGFH]NFH]NF5 SFZJ&"JM	(07)
Q-7	В	Total Quality Management (TQM) GL jJF5JF VF5MU \YF,JVG[DFCLTL S[gN DF\ TQM S[JLZLT[VD,DF\D]SJM?	(07)
Q-8	A	jISTLUTVFIMHGGL5wWTLVMVG[TSGLSM8]\SDF\;DHFJM	(07)
Q-8	В	Human Resource Development (HRD)	(07)

