

# 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.
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- 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)

- Scientific Management  $\mathcal{G}L_j \mathcal{F} \mathcal{F} \mathcal{F} \mathcal{V} \mathcal{F}_5 \mathcal{M}$
- Directing  $\mathcal{X} \mathcal{A} \mathcal{K} / ?$
- Management Information System  $\mathcal{G}L_j \mathcal{F} \mathcal{F} \mathcal{F} \mathcal{V} \mathcal{F}_5 \mathcal{M}$
- Periodical Display Rack  $\mathcal{G} \mathcal{F}_5 | \mathcal{S} \mathcal{F} \mathcal{Z} \mathcal{V} \mathcal{F}_5 \mathcal{M}$
- Library Equipment  $\mathcal{G} \mathcal{F}_5 | \mathcal{S} \mathcal{F} \mathcal{Z}$
- Non-book materials  $\mathcal{G} \mathcal{F} \mathcal{R} \mathcal{F} \mathcal{Z} \mathcal{J} \mathcal{U}'' \mathcal{G} \mathcal{L} \mathcal{I} \mathcal{Y} \mathcal{J}$
- $\mathcal{G} \mathcal{F} \mathcal{S} \mathcal{L} \mathcal{I} \mathcal{J} \mathcal{J} \mathcal{Y} \mathcal{F}_5 \mathcal{G} \mathcal{G} \mathcal{F}_{38} \mathcal{S} \mathcal{M}$
- $\mathcal{F} \mathcal{A} / \mathcal{Z} \mathcal{L} \mathcal{D} \mathcal{F}_8 / \mathcal{V} \mathcal{A} \mathcal{N} \mathcal{F} \mathcal{H} \mathcal{L} \mathcal{T} \mathcal{O} \backslash \mathcal{G} \mathcal{L} \mathcal{F} \mathcal{F} \mathcal{N} \mathcal{L}$
- Zero-Base Budgeting  $\mathcal{G} \mathcal{L} \mathcal{I} \mathcal{X} / \mathcal{G} \mathcal{F} \mathcal{F} \mathcal{R} \mathcal{F} \mathcal{Z}_5 \mathcal{F} \mathcal{A} \mathcal{R}_5 \mathcal{F} \mathcal{G} \mathcal{D} \mathcal{F} \backslash \mathcal{D} \mathcal{H} \mathcal{F} \mathcal{J} \mathcal{M}$
- Total Quality Management  $\mathcal{V} \mathcal{D} \mathcal{S} \mathcal{Z} \mathcal{J} \mathcal{F} \mathcal{D} \mathcal{F}_8 / \mathcal{G} \mathcal{F} \mathcal{D} / \mathcal{G} \mathcal{V} \mathcal{J} \mathcal{Z} \mathcal{M} \mathcal{W} \mathcal{M}$
- Personnel planning ;  $\mathcal{D} \mathcal{H} \mathcal{F} \mathcal{J} \mathcal{M}$
- Binding  $\mathcal{G} \mathcal{L} \mathcal{I} \mathcal{J} \mathcal{W}_5 | \mathcal{S} | \mathcal{F} \mathcal{F} \mathcal{F} \mathcal{N} \mathcal{L} \mathcal{V} \mathcal{F}_5 \mathcal{M}$
- $\mathcal{F} \mathcal{A} / \mathcal{Z} \mathcal{L} \mathcal{D} \mathcal{F} \backslash \mathcal{B} \mathcal{Z} \mathcal{F} \mathcal{G} \mathcal{F} \mathcal{O} \mathcal{F} \mathcal{F} \mathcal{N} \mathcal{F} ; \mathcal{D} \mathcal{H} \mathcal{F} \mathcal{J} \mathcal{M} \mathcal{P}$
- Inter Library loan ;  $\mathcal{D} \mathcal{H} \mathcal{F} \mathcal{J} \mathcal{M} \mathcal{P}$

Q-2 to Q-8  $\mathcal{D} \mathcal{F} \mathcal{A} \mathcal{Y} \mathcal{L} \mathcal{S} \mathcal{M} \mathcal{S} \mathcal{M} \mathcal{S} \mathcal{M} \mathcal{R} \mathcal{F} \mathcal{Z}_5 | \mathcal{G} \mathcal{M} \mathcal{B} \mathcal{M}$

Q-2 Management ;  $\mathcal{F} \mathcal{Y} / \backslash \mathcal{S} / \mathcal{F} \mathcal{J} / \mathcal{F} ; \mathcal{F} \mathcal{D} \mathcal{F} \mathcal{J} \mathcal{I} ; \mathcal{w} \mathcal{W} \mathcal{F} \mathcal{A} \mathcal{J} ; \backslash \mathcal{A} \mathcal{W} \mathcal{F} \mathcal{Y} \mathcal{a} \mathcal{y} \mathcal{o} \mathcal{l} \mathcal{S} \mathcal{F} \mathcal{B} \mathcal{a} \mathcal{r} \mathcal{n} \mathcal{a} \mathcal{r} \mathcal{d} \mathcal{S} \mathcal{F} \mathcal{M} \mathcal{U} \mathcal{N} \mathcal{F} \mathcal{G} \mathcal{G} \mathcal{L} \mathcal{R} \mathcal{R} \mathcal{F}'' \mathcal{S} \mathcal{Z} \mathcal{M}$  (14)

Q-3 A Management Information System  $\mathcal{G} \mathcal{F} \mathcal{V} ; \mathcal{Z} \mathcal{S} \mathcal{F} \mathcal{Z} \mathcal{S} \mathcal{I} \mathcal{F} \mathcal{S} \mathcal{M} ; \mathcal{D} \mathcal{H} \mathcal{F} \mathcal{J} \mathcal{M}$  (07)

Q-3 B  $\mathcal{G} \mathcal{L} \mathcal{I} \mathcal{F} \mathcal{A} / \mathcal{Z} \mathcal{L} \mathcal{A} \mathcal{L} \backslash \mathcal{U} \mathcal{G} \mathcal{F} \mathcal{V} \mathcal{F} \mathcal{J} \mathcal{M} \mathcal{H} \mathcal{G} \mathcal{S} \mathcal{Z} \mathcal{L} \mathcal{J} \mathcal{B} \mathcal{J} / \mathcal{S} | \mathcal{F} \mathcal{Z} \mathcal{V} \mathcal{E} \mathcal{S} \mathcal{I} \mathcal{R} \mathcal{F} \mathcal{Z} \mathcal{S} \mathcal{F} \mathcal{V} \mathcal{M} \mathcal{R} \mathcal{R} \mathcal{M}''$  (07)

Q-4  $\mathcal{S} / \mathcal{S} \mathcal{S} \mathcal{S} ; \backslash \mathcal{N} \mathcal{U} \mathcal{L} \mathcal{G} \mathcal{F} \mathcal{I} ; \mathcal{w} \mathcal{W} \mathcal{F} \mathcal{A} \mathcal{J} \mathcal{M} \mathcal{I} \mathcal{J} \mathcal{Q} \mathcal{F} / \mathcal{I} \mathcal{J} \mathcal{U} \mathcal{J} \mathcal{F} \mathcal{Z} \mathcal{R} \mathcal{R} \mathcal{F}'' \mathcal{S} \mathcal{Z} \mathcal{M}$  (14)



Q-5 ;FDIIS GL<sub>5</sub> | F%IL DFs/ ;FD/ VFFMFG VG/ SFS" JFGL :DHF JMP (14)

Q-6 A Stacking X/\K/P? Stacking/\V; UV; U<sub>5w</sub>WJLVMM RRM" (07)

Q-6 B Circulation System GF<sub>38</sub>SM; J:JFZ J<sub>6</sub>" JM (07)

Q-7 A .F.A|ZL:FDU|L GL AF\W°L VG/ HF/ J°L DFs/ GF<sub>p</sub>N/X VG/ HZ/ZL JFJ RRM" VG/ AF\W°L GFH/NFH/NF<sub>5</sub> | SFS J<sub>6</sub>" JM (07)

Q-7 B Total Quality Management (TQM) GL jFFfJF V<sub>F5</sub>M U | \GF JVG/ DFGLJL S/gN DFA TQM S/ JLZLJ/VD, DFA D/S JM? (07)

Q-8 A jFSJL UVVFFMFG GL<sub>5w</sub>WJLVMM VG/ JSGL SMs/\SDF; DHF JM (07)

Q-8 B Human Resource Development (HRD) GF HZ/ZL JFJ V<sub>Gp</sub>N/X RRM" P Human Resource Development JJJW<sub>38</sub>SM; DHF JMP (07)

