

[31]

SEAT No. _____

No. of Printed Pages : 2

Sardar Patel University
Examination: March 2019
Bachelor of Library & Information Science Semester II
Subject: Library Administration & Organization
CBCS Code: UA02CLIB21

Date: 25/03/2019

Day: Monday

Marks: 70

Time: 10: 00AM To 01:00PM

Q 1. Chose only one correct option from each following question

[10]

1. Most of bibliographical information about the book is found from?

- (A) Table of Content and Title page (C) Front cover and Jacket of the book
(B) Title page and Verso of title page (D) Foreword page and Introduction page

2. What is Amazon.com?

- (A) Online library (C) Online book store
(B) Online digital library (D) Virtual library

3. Book acquisition refers to:

- (A) Purchasing of books (C) Receiving books through gifts
(B) Receiving books through exchange programme (D) All the above

4. Which of following is not the integrated library management software?

- (A) KOHA (C) Alice
(B) SOUL (D) DSpace

5. Who coined the acronym for seven functions namely POSDCORB?

- (A) Luther Gulick & L. Urwick (C) Henri Fayol
(B) F. W. Taylor (D) Charles Barnard

6. Who coined "To provide the right book to the right reader at the right time" in terms of book selection?

- (A) S.R. Ranganathan (C) Melvil Dewey
(B) Francis Drury (D) McColvin

7. MUSTIE is associated to which of following operations of library?

- (A) Book acquisition (C) Binding
(B) Weeding (D) Preservation and conservation

8. Deacidification is associated with which of the activities of library?

- (A) Preservation and conservation (C) Weeding
(B) Book acquisition (D) Stock verification and rectification

9. Zero -Based Budgeting (ZBB) was developed by whom?

- (A) Peter Phyrre (C) Hoover Commission
(B) US Department of Defence (US DOD) (D) F.W. Taylor

10. Which of following is one of the financial estimation methods?

- (A) Per Capita Method (C) Method of Details
(B) Proportional Method (D) All the above

(1)

(P.T.O)

Q 2. "Management is a universal process" Explain it in your own words. Discuss various functions of management in context to library. [15]

"સંચાલન એ સાર્વત્રિક પ્રક્રિયા છે" તમારા શબ્દોમાં સમજાવો. ગ્રંથાલયના સંદર્ભમાં સંચાલનના વિવિધ કાર્યોની ચર્ચા કરો.

OR

Q 2. Discuss the various principles of library building

ગ્રંથાલય ભવનના વિવિધ સિદ્ધાંતોની ચર્ચા કરો

Q 3. Discuss various housekeeping operations of library based on KOHA. [15]

ગ્રંથાલયના KOHA આધારિત વિવિધ હાઉસકીપિંગ કાર્યોની ચર્ચા કરો.

OR

Q 3. Describe the principles of book selection

પુસ્તક પસંદગીના સિદ્ધાંતોની ચર્ચા કરો.

Q 4. What is personnel management? Describe various functions of personnel management. [15]

કર્મચારીગણ સંચાલન એટલે શું? કર્મચારીગણ સંચાલનના વિવિધ કાર્યોનું વર્ણન કરો.

OR

Q 4. What is budget? Discuss various types of budgeting techniques in context to library.

અંદાજપત્ર એટલે શું? ગ્રંથાલયના સંદર્ભમાં અંદાજપત્ર તૈયાર કરવાની વિવિધ પ્રયુક્તિઓની ચર્ચા કરો.

Q 5. Write a short note (Any two) [15]

- | | |
|---|-----------------------------------|
| 1. Principles of Management | સંચાલનના સિદ્ધાંતો |
| 2. Book acquisition | પુસ્તક પ્રાપ્તિ |
| 3. Stock verification and rectification | સ્ટોક વેરિફિકેશન અને રેક્ટિફિકેશન |
| 4. Library Finance - Principles. | ગ્રંથાલય નાણાંના સિદ્ધાંતો |

*****X*****
(2)