

20BLS2

(Pages: 1)

Name.....

Reg. No.....

B. Lib. I. Sc. DEGREE EXAMINATION, APRIL 2021

CC20U BLIS 02 - MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS

(2020 Admission - Regular)

Time: Three Hours

Maximum: 80 Marks

I. Write short note on the following questions. Each question carries 2 Marks.

1. Define management.
2. Total Quality Management.
3. Accessioning of documents.
4. Weeding out.
5. GOC
6. ZBB
7. Shelf Rectification.
8. MBO
9. Staff manual.
10. Library Statistics.

(10 × 2 = 20 Marks)

II. Write short essay on *six* of the following. Each question carries 5 marks.

1. POSDCORB
2. Physical Processing of Document.
3. Stock verification Methods.
4. Library Rules.
5. Methods of recording the receipt of periodicals.
6. Problems of Acquisition of Periodicals.
7. Types of budget.
8. Annual Report.

(6 × 5 = 30 Marks)

III. Write essay on *two* among the following. Each question carries 15 marks.

1. What are the various sections of a Library? Explain the functions of Acquisition Section.
2. Explain the Major Charging system in use and its merits and demerits.
3. Describe the Preservation and Conservation of Library Resources.
4. Explain the general principles of Management proposed by various Thinkers.

(2 × 15 = 30 Marks)
