

21BLS2

(Pages: 2)

Name.....

Reg. No.....

B. Lib. I. Sc. DEGREE EXAMINATION, APRIL 2022

(Regular/Supplementary/Improvement)

CC20U BLIS 02 - MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS

(2020 Admission onwards)

Time: Three Hours

Maximum: 80 Marks

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

1. Kardex.
2. Fayol's Principles of Management.
3. Drury's Principle of Book selection.
4. Annual Report.
5. Shelf List.
6. MIS
7. Library committee.
8. Staffing.
9. Esprit De corps.
10. PPBS

(10 × 2 = 20 Marks)

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

11. Types of budget.
12. Stock Rectification.
13. Periodical Selection Tools.
14. Charging systems in libraries.
15. Preservation methods of documents.
16. TQM
17. Reference Service.
18. Ranganathan's Three card system.

(6 × 5 = 30 Marks)

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

19. What is meant by stock verification? Explain the different methods of stock verification.
20. What is collection development? Explain the need, method of collection development in a college library.

21. Explain the work involved in the maintenance section of a library.

22. Explain the functional elements of POSDCORB.

(2 × 15 = 30 Marks)
