

19BLS2

(Pages: 2)

Name.....

Reg. No.....

B.Lib.I.Sc. DEGREE EXAMINATION, APRIL 2020

CC19U LIS T2 – MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

(2019 Admission - Regular)

Time: Three Hours

Maximum: 80 Marks

I. Write short note on any *ten* of the following questions. Each question carries 2 marks.

1. Shelf List.
2. Library Statistics.
3. MBO
4. GOC
5. Standing Order.
6. Three Card System.
7. Annual Report.
8. Library standards.
9. Shelf Rectification.
10. Reference Section.
11. Housekeeping operations in Libraries.
12. Inter Library Loan.
13. Drury's Principle of Book Selection.

(10 x 2 = 20 Marks)

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

14. Briefly explain Participative Management.
15. What are the features of Browne Charging System?
16. Explain briefly about the various collection development procedures in a library.
17. What is meant by TQM? Explain its advantages in Library and Information Centers.
18. Explain briefly about different Schools of Management Thoughts.
19. Enumerate various types of library committees and their functions.
20. Explain briefly the activities involved in the acquisition section of a library.
21. Explain budget and its types.

(6 x 5 = 30 Marks)

III. Write essay on any *two* of the following questions. Each question carries 15 marks.

22. Describe the functions of periodical section in a University Library.
23. Explain the preservation of books and other materials in the library.

24. Explain briefly the functional elements of POSDCORB.

25. What is meant by stock verification? Explain the various methods of stock verification in a large library.

(2 x 15 = 30 Marks)
