

**20BLS2S**

(Pages: 2)

Name.....

Reg. No.....

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

**T2 - MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

(2019 Admission - Supplementary/Improvement))

Time: Three Hours

Maximum: 80 Marks

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

1. What are the principal objectives of TQM?
2. Components of management Information system.
3. G O C
4. What is “Three Card System”?
5. Kardex.
6. What are books selection principles?
7. Weeding out of documents.
8. Mention the responsibilities of the Librarian towards library committee.
9. Accessioning of documents.
10. Zero based budgeting.
11. Sources of fiancé in a university Library.
12. Types of labels affixed during physical processing.
13. Shelf rectification.

**(10 × 2 = 20 Marks)**

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

1. POSDCORB
2. Computerized house - keeping operations.
3. Write a short note on reference section.
4. Explain the major Charging System used in Libraries.
5. Preservation and restoration of electronic documents.
6. Management by objectives (MBO).
7. Annual report.
8. Stock verification methods.

**(5 × 6 = 30 Marks)**

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

1. Define management? Explain its different school of thought?

2. Define budget. Discuss various types of budget and suggest a suitable one for a university library.
3. Describe the objectives and functions of acquisition section of a library.
4. What is the role of librarian in the planning of a library Building? Examine the procedures of estimating the space requirements of a library.

**(2 × 15 = 30 Marks)**

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