

OCTOBER 2012

U/ID 5922/LIM

Time : Three hours

Maximum : 100 marks

Answer ALL questions.

All questions carry equal marks.

1. (a) Discuss briefly the Scientific Principles of management.

Or

- (b) Define budget. Discuss the various types of budget.

2. (a) Explain the need and purpose of stock verification in a university library.

Or

- (b) Trace the various types of source used in book selection.

3. (a) Explain the role of personnel management in libraries.

Or

- (b) Describe the steps involved in the preservation of documents.

4. (a) Enumerate the problems of periodical acquisition and explain the ways and means to overcome.

Or

- (b) Discuss the principles of planning a small public library building.

5. Write short notes on any THREE of the following:

- (a) Technical Section.
(b) Library Statistics
(c) Browne Charging System
(d) Organisational Chart
(e) Inter library loan.
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