

**MAY 2011**

**U/ID 5922/LIM**

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Time : Three hours

Maximum : 100 marks

Answer ALL questions.

All questions carry equal marks.

1. (a) Explain the various methods involved in stock verification.

Or

- (b) Describe the routines followed in the technical section.

2. (a) Discuss the tools and methods of book selection.

Or

- (b) Evaluate the role of librarian and architect in planning a library building.

3. (a) Define Management. Explain the contributions of scientific management school of thought.

Or

- (b) Define budget. Explain in detail different types of budgeting systems.

4. (a) What is charging and discharging? Discuss Browne charging system.

Or

- (b) Write an essay on preservation of books.

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

- (a) POSDCORB
  - (b) Annual report
  - (c) Recruitment and selection
  - (d) Three card system
  - (e) Accession Register.
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