

OCTOBER 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 principles of scientific management and examine their usefulness to libraries.

Or

- (b) What is stock verification? What are its advantages? Discuss in detail any two methods for stock verification of books.

2. (a) Define personnel management. Describe the recruitment and selection procedure of library personnel.

Or

- (b) Write in detail about circulation procedure. Describe Browne charging system.

3. (a) Write an essay on the different types of sources, that can be used to select books for a university library.

Or

- (b) Explain the functions of 'Technical section' in a library, with emphasis on the records maintained there.

4. (a) Elaborate the functions of management in the context of a library, as per POSDCORB.

Or

- (b) Explain in detail the different methods of budgeting.

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

- (a) Annual Report
- (b) Preservation of documents
- (c) Accession Register
- (d) Library Committee
- (e) Library Building.