1205M171

Candidate's Seat No:

(PTO)

M.L.I.Sc. (Sem.-II) Examination

407 Lib. Management of Libary and Information Centre: I

May-2017 Time: 3 Hoursl [Max. Marks: 700) 1. સંચાલન એટલે શું? સંચાલનની વ્યાખ્યા આપી ગ્રંથાલયમાં સંચાલનની અગત્યતા 14 સમજાવો. અથવા 1. સાર્વજનિક ત્રંથાલયમાં કર્મચારીઓના કાર્યો અને વ્યવસ્થાકીય માળખુ વર્ણવો. 2. યુનિવર્સિટી ત્રંથાલયમાં કયા કયા વિભાગો આવેલા છે? દરેક વિભાગના કાર્યો જણાવો. 14 અથવા 2. ત્રંથાલય સંત્રફ વિકાસને તમારા શબ્દોમાં સમજાવો. સંત્રફ વિકાસ માટે ધ્યાનમાં રાખવાના મદાની ચર્ચા કરો. 3. પસંદગી પામેલા ગ્રંથો કલક સુધી પહોંચે ત્યારે કઇ કઇ પ્રક્રિયામાંથી પસાર થાય છે તે 14 વિગતે વર્ણવો. અથવા 3. 1. પસ્તક આપ-લે વિભાગના કાર્યો જણાવો. 2. બાળગ્રંથાલયની પ્રવિત્તઓ અને જરરી કર્નિચર વિષે વિગતે માહિતી આપો. 4. નીચેના પૈકી ક્રેઇપણ બે વિષે ટંક નોંધ લખો. 14 1. સંચાલનના કાર્યો 2. ગ્રંથાલય ભવન નિર્માણ સમયે 4Fsની અગત્યતા 3. ગ્રંથ છટણી 4. ગ્રંથાલયના ઇ-સ્ત્રોતો 14 5. અંગ્રેજી વર્ઝન પ્રમાણે. **English Version** 1. What is Management? Define Management. Explain importance of management in library. 14 1. Describe organizational structure and functions of public library employees. 14 2. Which sections are there in a university library? Mention functions of each section. 2. Explain collection development in your words. Discuss points to be taken care at the time of collection development. 14 3. From which process the selected book has to be undergone till it reaches to stake. Describe in detail. OR 3. 1. Mention functions of circulation section. 2. Give detailed information about activities of children library and its furniture. 14 4. Write short note on Any Two from the following. 1. Functions of Management 2. Importance of 4Fs at the time of construction of library building 3. Weeding out of books 4. E-Resources of library 14 Select and write correct answer from below given options. 1. A small group of managers responsible for total management in the organisation is called: (b) Scientific Management Low management (a) **Operational Management**

Top Management

(c)

۷.	what are the three levels of Management?					
	(a)	First, Second and Third		(b)	Primary, Secondary and Tertiary	
	(c)	Top, Middle and Operational		(d)	Top, Middle and Low	
3	The catch word 'POSDCORB' was adopted by:					
<i>.</i>		Henry Fayol	<i>y</i> .	(b)	Luther Gulick	
	(a)	•		• •		
	(c)	B. S. Keshvan		(d)	S. R. Rangnathan	
4.	. The main aim of the Scientific Management is centered on:					
	(a)	Organisational Structure		(b)	Duty of senior staff	
	(c)	Motivation to staff		(d)	Production efficiency and precautions	
5.	What is the total number of functional elements of Scientific management?					
	(a)	11		(b)	6	
	(c)	7		(d)	9	
6.		h the following:				
		A	В			
		1) Scientific Management	A. Espirit	De Co	orps	
	2) Unity of Command B. Peter Dru			rucke	er	
		3) Management by Objectives	C. Factor of	or pla	nning	
		4) Forecasting	D. Product	tion ,	efficiency and prevention of west	
			E. Budgeti	_		
	(a)	1-A, 2-E, 3-D, 4-B		(b)	1-C, 2-B, 3-A, 4-D	
	(c)	1-D, 2-A, 3-B, 4-C	•	(d)	1-E, 2-D, 3-C, 4-A	
7.	GOC	stands for:				
	(a)	Goods Order Committee		(b)	Government Office Committee	
	(c)	Government Order Committee		(d)	Good Offices Committee	
8.		t is essential for smooth running of a sy	ystem?			
	(a) The change should be done in the staff of the system					
	(b)	The study about the system should be	-		time	
	(c)	The change should be done in the aim				
	(d) The stability should be established in the function of the system					
9.	What is the purpose of standard and specification?					
	(a)					
	(b)	TO promote standardisation and qual	lity control			
	(c)	To simply production and distribution	•			
			11			
4.0	(d) All the above					
10.	. What is essential to have for a manager of an organisation to be successful in management?					
	(a)	Management -		(b)	Power	
	(c)	Efficiency		(d)	Authority	
11.	11. Which other name is given to performance evaluation?					
	(a)	Performance appraisal		(b)	Library Appraisal	
	(c)	Staff Appraisal		(d)	Ability Appraisal	
12.	Wha	t are two parts of annual report of the	library?			
	(a)	Analytical and systematic		(b)	Primary and Secondary	
	(c)	Descriptive and Statistical		(d)	Upper and Lower	
13	• •	ch of the following skill a librarian shou	ıld have?	(u)	oppor una novici	
10,	(a)	Analytical and Planning skill	114761	(h)	Planning and Organisation skill	
	(c)	Organisation and Control skill			All the above	
11	The basic principles of book selection were annunciated in 1930 by:					
17.						
	(a)	Ranganathan			McColvine	
	(c)	Drury		(A)	Dower	