

વિભાગ - ૧

નીચે આપેલા પ્રશ્નો માંથી કોઈ પણ ત્રણ પ્રશ્નોના ઉત્તર આપો.

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1. સંચાલનની વિભાવના સમજાવી વૈજ્ઞાનિક સંચાલનના સિદ્ધાંતો જણાવો. ગ્રંથાલય સંચાલનની અગત્યતા વર્ણવો.
2. સંસ્થાકીય માળખું એટલે શું? કોઈ એક યુનિવર્સિટી ગ્રંથાલયનું સંસ્થાકીય માળખું સમજાવો.
3. ગ્રંથાલયના ટેકનીકલ વિભાગો અને દરેક વિભાગના કાર્યો વિગતે વર્ણવો.
4. (અ) પુસ્તક પસંદગી માટેના વિવિધ સાધનો જણાવી તેમની અગત્યતા વર્ણવો.
(બ) ઈ-બુક્સની ખરીદી સમયે કયા કયા મુદ્દા ધ્યાનમાં રાખશો?
5. સ્ટોક વેરીફિકેશનની વિવિધ પદ્ધતિઓ જણાવી કોઈ એક આદર્શ પદ્ધતિ અને તેની લાક્ષણિકતાઓની વિગતવાર માહિતી આપો.
6. સામયિક નોંધણી માટે ડો. રંગનાથને આપેલી પદ્ધતિ વિષે નોંધ લખો.
7. ગ્રંથાલય નું ભવન, તેનું આદર્શ સ્થાન, અને સૈદ્ધાંતિક દ્રષ્ટિએ તેમાં કયા કયા વિભાગો ક્યાં ક્યાં રાખવા જણાવવામાં આવ્યું છે તેનું વર્ણન કરો.
8. (અ) માનાંકોનું મહત્વ સમજાવી ગ્રંથાલયમાં ઉપયોગી માનાંકો જણાવો.
(બ) ગ્રંથાલયમાં કર્મચારીઓ, ઉપભોક્તાઓ, સંગ્રહ અને ભવનની સુરક્ષા માટે શું પ્રબંધ કરશો?

વિભાગ - ૨

અંગ્રેજી વર્ઝન પ્રમાણે

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English VersionSection - 1

Write answers of **ANY THREE** questions from the following.

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1. Explain the concept of management and mention principles of Scientific Management.
Describe importance of library management.
2. What is an organisational structure? Explain organisational structure of any university library.
3. Describe technical section of a library and its functions in detail.
4. (A) Mention various tools for book selection and describe its importance.
(B) Which points are to be considered at the time of purchasing e-books?

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5. Mention various systems of stock verification. Give detailed information on any one ideal system and its quality.
6. Write a note on a serial registration system given by Dr. Rangnathan.
7. Describe the library building, its ideal location and theoretically which sections are suggested to be placed where?
8. (A) Explain importance of Standards. Mention useful standards for library.
(B) What arrangement you make for the security of library staff, users, collection and library building?

Section - 2

Select and write the correct answer of Any Eight Questions from below given Multiple Choice Questions.

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1. Who is the Father of Management?

(a) F.W. Taylor	(b) Henry Fayol
(c) Peter F. Drucker	(d) E. Mayo
2. Principles of Management were formulated by whom?

(a) Hebert Simon	(b) Henry Fayol
(c) Max Weber	(d) Peter Drucker
3. Drury's Principles are meant for?

(a) Library Management	(b) Book Selection
(c) Human Resource Management	(d) Library Building
4. Three card system is introduced by_

(a) Nina E. Browne	(b) Dr. S.R. Ranganathan
(c) Kardex	(d) None of the above
5. What is the correct expansion of GOC?

(a) Government Office Committee	(b) Goods Order Committee
(c) Good Office Committee	(d) Good Offices Committee
6. Which of the following department concern with renewal of issued books?

(a) Circulation	(b) Periodicals
(c) Reference	(d) None of above
7. Which of the following is stock verification method of library?

(a) Physical Verification in Stack area	(b) From Barcode Reader
(c) From R F I D Reader	(d) All of above
8. What is the meaning of E-Documents?
 - (a) All Documents other than printed
 - (b) Produced and available in electronic form such as Cassettes, CD- ROMs, etc.
 - (c) Non-Paper documents
 - (d) Audio visual tools

9. Demand and supply theory of book selection was propounded by:
- (a) S. R. Ranganathan (b) Mc Colvin
(c) Melvil Dewey (d) F. W. Taylor
10. A small group of managers responsible for total management in the organisation is known as:
- (a) Scientific Management (b) Top Management
(c) Operational Management (d) Lower Management
11. DOAJ stands for:
- (a) Directory of Open Access Journals (b) Demanded Open Access Journals
(c) Direct Open Access Journals (d) Director of Official Advance Journey
12. Newark and _____ system is popular and widely used for the circulation of books.
- (a) Browne (b) Kardex
(c) Barcode (d) Weber
13. A tag which is pasted on the book containing call number is known as_
- (a) Bottom label (b) Head label
(c) Spin label (d) Spiral label
14. Various steps like fire safety, CCTV, use of antivirus in the library are known as_
- (a) Securities (b) Staff management
(c) Administration (d) Safeguard
15. While managing space in the library; one has to keep in mind_
1. Floor is strong enough to carry book loads
 2. Smooth flooring for easy movement
 3. Direct sunlight on books
 4. Reasonable temperature
 5. Should keep books according to the Colour and size of the selves

Code

- (a) 1, 2 and 4 is right (b) 2, 3 and 4 is right
(c) 2, 3 4 and 5 is right (d) Only 3 and 5 is right

16. Traditional functions of library building are_

1. Provide space for staff
2. Provide space to organise library services
3. Silent place for reading
4. Provide place to access procured materials
5. Provide place for social gathering

Code

- (a) 1, 2, 3 and 4 are correct (b) 2, 3,4 are correct
(c) Only 1st and 2nd are correct (d) None of the given are correct

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