2013

Time: 3 hours

Full Marks: 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A

खण्ड – अ

(OBJECTIVE TYPE QUESTIONS)

(वस्तुनिष्ठ प्रश्न)

Answer all questions: $2 \times 10 = 20$

सभी प्रश्नों के उत्तर दें:

1. The standard size of an Accession Register is:
   (a) $16'' \times 13''$

UK – 36/5

(Turn over)
2. Who gave the "Theory of demand" in:
   (a) Dury
   (b) Melvil Dewey
   (c) Mack Colvin
   (d) S. R. Ranganathan

3. Who gave the basic principle of Book Selection in 1930?
   (a) Dury
   (b) Mackalvin
   (c) Gopinath
   (d) Ranganathan

4. Unity of work, unity of direction and expansion of control is principle of:
   (a) Organisation
   (b) Administration
   (c) Management
   (d) Official Pattern

UK – 36/5 (2) Contd.
5. MBO is introduced by:
   (a) Gulic
   (b) Peter Drucker
   (c) Koontz
   (d) Anthony

6. Who gave the principle of work division?
   (a) Labour
   (b) Administration
   (c) Supervision
   (d) Scientific Management

7. Who introduced 'Newark' charging and discharging system of Circulation in Library?
   (a) Newyork State Library
   (b) A. N. Newark
   (c) Newark Library
   (d) None of the above

8. Brown charging-discharging system belongs to:
   (a) U. S. A.
   (b) Japan
   (c) India
   (d) Russia

UK – 36/5 (3) (Turn over)
9. Acronym ‘POSDCORB’ is coined by:
   (a) L. Gullic
   (b) Luded Wigvon
   (c) Keith
   (d) Mary Follet

10. Who gave the slogan ‘Right Book to the right reader at the right time’?
   (a) C. A. Cutter
   (b) Melvil Dewey
   (c) J. F. K. Drury
   (d) S. R. Ranganathan

Group – B
खण्ड – ब

(Long-answer Type Questions)
(दीर्घ-उत्तरीय प्रश्न)

Answer any four questions: 15\times4 = 60
किन्हीं चार प्रश्नों के उत्तर दे:

1. Define the term “Accession Register” and describe the various Sections of Accession Register with their purpose.

“परियोजना पंजी” को परिभाषित करें और परियोजना पंजी के विभिन्न खण्डों का वर्णन करते हुए उपयोगिताओं का वर्णन करें।

UK – 36/5 (4) Contd.
2. Explain the school of thoughts in management.

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प्रबन्धन के क्षेत्र में विभिन्न अवधारणाओं की व्याख्या कीजिए।

3. Describe various sources (tools) used for Book Selection in the Libraries in detail.

पुस्तकालयों में पुस्तक चयन के लिए प्रयुक्त विभिन्न यंत्रणों के

4. Explain the functions of maintenance work of documents in the Libraries.

पुस्तकालयों में भर्तियाँ के अनुसूचक की व्याख्या कीजिए।

5. What do you understand by the Total Quality Management (TQM) ? Explain the elements of

TQM in order to apply it successfully in Libraries and Information Centres.

संपूर्ण गुणवत्ता प्रबन्धन (टीकौ एम०) से आप क्या समझते हैं? पुस्तकालय एवं सूचना केंद्रों में टीकौ एम० के सफल

6. What is Library Budget? How will you prepare a

बजट क्या है? शैक्षणिक पुस्तकालय के लिए एक

Model Budget for an academic library?

उपयोगी बजट कैसे तैयार करेंगे?

UK – 36/5 (5) (Turn over)
7. What is the Stock Verification in the Library? 
Depict various methods for Stock Verification. 
Discuss its advantages and disadvantages.

8. What is Library Committee? What should be the organisation and powers of a University Library Committee? Discuss.

9. Explain the elements of Library Management.

10. Write short notes on any two of the following:

   (a) Open Access System

   खुला फत्तक प्रणाली

   UK - 36/5 (6) Contd.
(b) Non-book Material

ग्रन्थेत्तर सामग्री

(c) Accession Register

परियोजना रक्षस्तर

(d) Library Equipment

पुस्तकालय उपकरण

UK – 36/5 (1,200)  (7)  BLIS/02/13