

Seat No. : _____

BLS-05

April-2007

Management of Library & Information Centres

Paper-V

Time : 3 Hours]

[Max. Marks : 100

સૂચના : બધા પ્રશ્નોના ગુણ સરખા છે.

૧. વ્યવસ્થાપન એટલે શું ? વૈજ્ઞાનિક વ્યવસ્થાપનના સિદ્ધાંતો વિગતે જણાવો. (૨૦)

અથવા

સંપૂર્ણ ગુણવત્તા સંચાલન (TQM) ની વ્યાખ્યા આપો. (TQM)ની જરૂરીયાત જણાવી ગુણવત્તાને અસર કરતાં પરિબલોની ચર્ચા કરો.

૨. બજેટનાં વિવિધ પ્રકારોની ચર્ચા કરો. સાર્વજનિક ગ્રંથાલયની આવકના સ્ત્રોતો જણાવો. (૨૦)

અથવા

માનવ સંસાધન વ્યવસ્થાપન (HRM) એટલે શું ? ગ્રંથાલય વ્યવસ્થાપનના સંદર્ભમાં તેનું મહત્ત્વ સ્પષ્ટ કરો.

૩. SWOT ANALYSIS એટલે શું ? ગ્રંથાલયના સફળ સંચાલનમાં તેની ભૂમિકા સ્પષ્ટ કરો. (૨૦)

અથવા

ગ્રંથાલયના સંગ્રહની જાળવણીની અગત્યતા વિષે ચર્ચા કરો.

૪. નીચેના પૈકી કોઈપણ બે વિષે ટૂંકનોંધ લખો : (૨૦)

૧. પુસ્તકાલયના નિયમો.
૨. ધ્યેયલક્ષી સંચાલનની નીતિઓ.
૩. ગ્રંથ મેળવણી.
૪. વાર્ષિક અહેવાલ.

૫. અંગ્રેજી વર્ઝન પ્રમાણે. (૨૦)

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Instruction : All questions carry equal marks.

1. What is management ? Elaborate principles of Scientific Management. **(20)**

OR

Define TQM. Explain the need of TQM and discuss its factors which affects to quality.

2. Discuss different types of budget. Elaborate income sources of a Public Library. **(20)**

OR

What is Human Resource Management ? Explain its importance in the context of Library Management.

3. What is SWOT Analysis ? Explain its role in context of successful library administration. **(20)**

OR

Elaborate importance of stock maintenance in library.

4. Write short note on any **two** of the following : **(20)**

1. Library Rules.
2. Policies of MBO.
3. Stock verification.
4. Annual Report.

5. Select from the multiple choice and write correct answer of the following questions in your answer book : **(20)**

1. Job analysis is one of the aspects of
 - (a) Finance.
 - (b) Reporting.
 - (c) Staffing.
 - (d) Budget.

2. Annual stock taking in libraries is done primarily for :
 - (a) Dusting.
 - (b) Weeding.
 - (c) Stock Verification.
 - (d) Stock Rectification.
3. The basic principles of book selection were annunciated in 1930 by :
 - (a) Ranganathan.
 - (b) McColvin.
 - (c) Drury.
 - (d) Dewey.
4. The purpose of the patron register is to know the :
 - (a) Whereabouts of the documents.
 - (b) Amount of backlogs.
 - (c) Identity of the borrower.
 - (d) Speed of issuing books.
5. The college library budget is generally approved by the :
 - (a) Executive council.
 - (b) Library council.
 - (c) UGC
 - (d) Principal of the college.
6. The author of "Library Administration : Theory and Practice" is :
 - (a) R.L.Mittal.
 - (b) S.R.Ranganathan.
 - (c) S.K.Mukherji.
 - (d) B.Sengupta.
7. The most important traditional record of books in libraries is :
 - (a) Shelf list.
 - (b) Accession register.
 - (c) Book catalogue.
 - (d) Stock register.
8. Zero based budgeting (ZBB) was developed by :
 - (a) R.D.Stuart.
 - (b) Peter Phyor.
 - (c) E.Stone.
 - (d) A.E.Prentice.
9. Fumigation is related to :
 - (a) Reference work.
 - (b) Documentation.
 - (c) Classification.
 - (d) Preservation.
10. Budgeting is an effective management :
 - (a) Weapon
 - (b) Tool
 - (c) Instrument
 - (d) Machine
11. Who classified management theories in relation to Library Management ?
 - (a) S. R. Ranganathan
 - (b) R. L. Mittal
 - (c) B. P. Singh
 - (d) E. G. Evans
12. The first layer of management is :
 - (a) Operational Control
 - (b) Management Control
 - (c) Strategic Planning
 - (d) Operation Planning
13. Who had stated "The best books to the largest number of readers at the least cost" :
 - (a) Drury
 - (b) Dewey
 - (c) Mc Colvin
 - (d) Ranganathan

14. Officially withdrawing a document from a library is known as :
- (a) Removal (b) Purcing
(c) Expelling (d) Weeding
15. The planning and controlling of financial resources is known as :
- (a) Estimation (b) Statement
(c) Budget (d) Allocation
16. Book selection, ordering, receiving etc., fall under :
- (a) Job Costing (b) Process Costing
(c) Work Costing (d) Service Costing
17. ISO 9000 is one of the most widely recognized quality tools for :
- (a) Management (b) Organisation
(c) Reference Service (d) Administration
18. Time and cost factors are included in :
- (a) System analysis (b) Work analysis
(c) PERT (d) System theory
19. The correct expansion of GOC is :
- (a) Government Order Committee
(b) Good Offices Committee
(c) Government Office Committee
(d) Good Order Committee
20. Check Card is prepared in :
- (a) Kardex System (b) Network System
(c) Three Card System (d) Two Card System
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