

Paper VI — LIBRARY MANAGEMENT

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(For those who joined in July 2005 and after)

Time : Three hours

Maximum : 100 marks

Answer any FIVE questions.

All questions carry equal marks.

1. Define management and discuss its significance in managing a library.
2. Explain the various procedures involved in selection and ordering of books.
3. What is POSDCORB? Discuss in detail the different elements of the management process.
4. Suggest standard methods for care and preservation of library materials.
5. Enumerate the various functions of personnel management.
6. Define stock verification and explain the various methods of stock verification.

7. What is library statistics? Draft a model statistics for a college library.

8. Mention the types of budget and explain PPBS in detail.

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

- (a) Planning
  - (b) Accession Register
  - (c) Browne Charging System
  - (d) Annual Report
  - (e) Standing vendor.
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