

2019

Time : 3 hours

Full Marks : 80

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

परीक्षार्थी यथासंभव अपने शब्दों में ही उत्तर दें ।

The figures in the margin indicate full marks.

उपांत के अंक पूर्णांक के द्योतक हैं ।

Answer from both the Groups as directed.

निर्देशानुसार दोनों खण्डों से उत्तर दें ।

Group – A

खण्ड – अ

(Objective Type Questions)

(वस्तुनिष्ठ प्रश्न)

1. Choose the correct answer from the given alternatives : $2 \times 10 = 20$

(a) Staff Manual in the libraries is meant for :

(i) List of Staff

- (ii) Grades of the Staff
 - (iii) Guides of the Library Staff
 - (iv) Staff Formula
- (b) Who are the Authorities in the context of a University Library ?
- (i) Librarian
 - (ii) Library Committee
 - (iii) V. C.
 - (iv) Registrar
- (c) The Place where the books are issued to the readers in the Library is called the :
- (i) Issue section
 - (ii) Issuing section
 - (iii) Circulation section
 - (iv) Counter of lending
- (d) Zero-based budget means :
- (i) No increase in Income
 - (ii) No increase in expenditure

- (iii) The Expenses are zero
 - (iv) Budgeting a fresh
- (e) In the end of Annual Report at bottom whose signature is required ?
- (i) Librarian
 - (ii) Principal
 - (iii) V. C.
 - (iv) Library Committee
- (f) What is the main record of the library ?
- (i) Catalogue
 - (ii) Stock Register
 - (iii) Shelf List
 - (iv) Accession Register
- (g) Demand Theory is related with :
- (i) Cataloguing
 - (ii) Classification
 - (iii) Book Selection
 - (iv) Administration

(h) "Best reading for the largest number at the least cost" is related with :

- (i) Mac Calvin
 - (ii) Melvil Dewey
 - (iii) F. W. Tylor
 - (iv) S. R. Ranganathan
- (i) Shelf list is mainly meant for the libraries :
- (i) Book Selection
 - (ii) Circulation
 - (iii) Cataloguing
 - (iv) Stock verification
- (j) The term 'Bespeaking' is used for which of the following ?
- (i) Returning of books
 - (ii) Issuing of books
 - (iii) Reservation of books
 - (iv) Inter library loan

Group - B

खण्ड - ब

(Long-answer Type Questions)

(दीर्घ-उत्तरीय प्रश्न)

Answer any four questions of the following :

20×4 = 80

निम्नलिखित में से किन्हीं चार प्रश्नों के उत्तर दें :

2. Explain POSDCORB in brief.
पोस्टकार्ब की संक्षेप में व्याख्या कीजिए ।
3. What is binding ? What are its different types ?
जिल्दसाजी क्या है ? इसके कितने प्रकार होते हैं ?
4. Discuss the conservation and preservation of print and non-print library materials in details.
मुद्रित एवं अमुद्रित पुस्तकालय सामग्री के अनुरक्षण एवं संरक्षण का विवेचन कीजिए ।
5. Discuss different sections of Library and Information centre in brief and their function.

SP - 25/2

(4)

Contd.

SP - 25/2

(5)

(Turn over)

पुस्तकालय एवं सूचना केन्द्रों के विभिन्न अनुभागों को संक्षिप्त में बताइए तथा इसके कार्यों का विवरण कीजिए।

6. Discuss the principles of books selection.

पुस्तक चयन के सिद्धान्तों की विवेचना कीजिए।

7. Write an Essay on Book Acquisition

पुस्तक अर्जन प्रक्रिया पर एक निबंध लिखें।

8. Describe Advantage and disadvantage of stock verification

भण्डार सत्यापन से लाभ-हानि की चर्चा कीजिए।

9. What is the necessity of the 'Annual Report' in a Library ?

एक पुस्तकालय में वार्षिक प्रतिवेदन की क्या आवश्यकता है ?

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

निम्नलिखित में से किन्हीं दो पर संक्षिप्त टिप्पणियाँ लिखें :

(a) Book Acquisition

पुस्तक अर्जन

(b) MIS

प्रबन्ध सूचना प्रणाली

(c) TOM

सम्पूर्ण गुणवत्ता प्रबन्धन

(d) Importance of Library Committee

पुस्तकालय समिति का महत्व

