

Roll No. ....

Question Booklet Number

O. M. R. Serial No.

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## B. Lib. (Second Semester) (NEP)

### EXAMINATION, 2022-23

#### MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS

Paper Code						
A	1	9	0	2	0	1
T						

Questions Booklet Series
<b>A</b>

Time : 1:30 Hours ]

[ Maximum Marks : 75

#### Instructions to the Examinee :

1. Do not open the booklet unless you are asked to do so.
2. The booklet contains 100 questions. Examinee is required to answer 75 questions in the OMR Answer-Sheet provided and not in the question booklet. All questions carry equal marks.
3. Examine the Booklet and the OMR Answer-Sheet very carefully before you proceed. Faulty question booklet due to missing or duplicate pages/questions or having any other discrepancy should be got immediately replaced.

#### परीक्षार्थियों के लिए निर्देश :

1. प्रश्न-पुस्तिका को तब तक न खोलें जब तक आपसे कहा न जाए।
2. प्रश्न-पुस्तिका में 100 प्रश्न हैं। परीक्षार्थी को 75 प्रश्नों को केवल दी गई OMR आन्सर-शीट पर ही हल करना है, प्रश्न-पुस्तिका पर नहीं। सभी प्रश्नों के अंक समान हैं।
3. प्रश्नों के उत्तर अंकित करने से पूर्व प्रश्न-पुस्तिका तथा OMR आन्सर-शीट को सावधानीपूर्वक देख लें। दोषपूर्ण प्रश्न-पुस्तिका जिसमें कुछ भाग छपने से छूट गए हों या प्रश्न एक से अधिक बार छप गए हों या उसमें किसी अन्य प्रकार की कमी हो, तो उसे तुरन्त बदल लें।

(Remaining instructions on the last page)

(शेष निर्देश अन्तिम पृष्ठ पर)

***(Only for Rough Work)***

1. Books lost from the library are known through :
  - (A) Shelf list
  - (B) Accession Register
  - (C) Charging and Discharging
  - (D) Stock verification
2. Sheets before and after the texts of a book are called :
  - (A) End papers
  - (B) Attach papers
  - (C) Head band
  - (D) Gilding
3. It is an important record of books, which shows the position of any book on the shelves :
  - (A) Bay Guide
  - (B) Accession List
  - (C) Shelf List
  - (D) Authority List
4. The objective of book binding is :
  - (A) Humidity control
  - (B) Accessibility
  - (C) Proper organization
  - (D) Durability
5. The library budget of a university is passed by the :
  - (A) Executive council
  - (B) Academic council
  - (C) Senate
  - (D) Research council
6. Who prescribed certain standard for library building ?
  - (A) ALA
  - (B) BLA
  - (C) ILA
  - (D) NBT
7. The strongest leather used as one of the binding materials is :
  - (A) Pig skin
  - (B) Roan
  - (C) Imitation
  - (D) Sheep skin
8. Financial support given to libraries are :
  - (A) Recurring
  - (B) Non-Recurring
  - (C) Both (A) and (B)
  - (D) Ad hoc

9. A user who seeks extension of time for books is :
- (A) Issue
  - (B) Renewals
  - (C) Binding
  - (D) Reminder
10. The standard size of a card catalogue is :
- (A) 7.5 × 11.5 cm
  - (B) 12.5 × 7.2 cm
  - (C) 6.2 × 4.0 cm
  - (D) 7.5 × 12.5 cm
11. Which is used in periodical control system ?
- (A) Lindex
  - (B) Charging desk
  - (C) Reader card
  - (D) Kardex
12. Esprit de corps means :
- (A) Pleasing
  - (B) Communicating
  - (C) Unity is strength
  - (D) None of the above
13. Which is the non-print material ?
- (A) Book
  - (B) Thesis
  - (C) CD-ROM
  - (D) Journal
14. Acquisition work in a library consists of :
- (A) Selection and procurement
  - (B) Procurement and checking
  - (C) Checking and placing order
  - (D) Selection, procurement and accessioning
15. Which provide both matching and non-matching grants to public libraries in India ?
- (A) NBT
  - (B) RRRLF
  - (C) ILA
  - (D) Planning Commission
16. One of the methods of financial estimation is :
- (A) Programme method
  - (B) Performance method
  - (C) Zero base method
  - (D) Per capita method

17. UGC library committee suggests that ..... of library budget should be spent on books.
- (A) 10%
- (B) 20%
- (C) 30%
- (D) 40%
18. The standard size of pigeonhole type display rack is :
- (A) 225 × 180 cm
- (B) 180 × 120 cm
- (C) 150 × 110 cm
- (D) None of the above
19. What are the barriers in implementing T. Q. M. in a library ?
- (A) Process and professional barrier
- (B) Vocabulary barrier
- (C) Commitment barrier
- (D) All of the above
20. The periodical evaluation of an employee is done by :
- (A) Job description
- (B) Work guide
- (C) Performance appraisal
- (D) Refresher course
21. T. Q. M. is a system of continuous improvement employing participative management and centred on need of the :
- (A) Staff
- (B) Organization
- (C) Customers
- (D) Government
22. System approach enriches ..... to achieve a common goal.
- (A) Behaviour of staff
- (B) Proper working condition
- (C) Physical facilities
- (D) Management operation
23. Modern management uses different techniques for improving :
- (A) Profit
- (B) Quality
- (C) Quantity
- (D) Research

24. Who is known as the father of scientific management ?
- (A) Henry Fayol
  - (B) Gullick
  - (C) A. Maslow
  - (D) F. W. Taylor
25. The three card system was introduced by :
- (A) H. E. Bliss
  - (B) C. A. Cutter
  - (C) S. R. Ranganathan
  - (D) Herzberg
26. Newark charging system was developed in the year :
- (A) 1900
  - (B) 1895
  - (C) 1892
  - (D) 1902
27. The concept propounded by Peter F. Drucker :
- (A) Management by objective
  - (B) Management by participation
  - (C) Management by system
  - (D) Management by communication
28. Scalar chain is also known as :
- (A) Discipline
  - (B) Division of work
  - (C) Lines of command
  - (D) Authority and Responsibility
29. The term Scientific Management was introduced in the year :
- (A) 1895
  - (B) 1910
  - (C) 1876
  - (D) 1924
30. Which is not related to the concept of management ?
- (A) Management by motivation
  - (B) Management by exception
  - (C) Management by result
  - (D) Management by co-ordination
31. Management is a/an :
- (A) Art
  - (B) Science
  - (C) Both (A) and (B)
  - (D) None of the above

32. Administration is related with :
- (A) Policy formation
  - (B) Policy execution
  - (C) Both (A) and (B)
  - (D) None of the above
33. Newman and Summer have not suggested the function of management :
- (A) Controlling
  - (B) Planning
  - (C) Organizing
  - (D) Leading
34. Which is not a quality of an effective manager ?
- (A) Well informed
  - (B) Energetic
  - (C) Irrespective
  - (D) Creative
35. What is the period of human behaviour school of thought ?
- (A) 1950-1970
  - (B) 1916-1940
  - (C) 1930-1945
  - (D) 1900-1930
36. Who developed social system school of thought ?
- (A) L. M. Prasad
  - (B) C. I. Bernard
  - (C) Elton Mayo
  - (D) Mary Parker Follet
37. Which is the best structure of the Libraries ?
- (A) Functional structure
  - (B) Line by line structure
  - (C) Line and staff structure
  - (D) None of the above
38. The library budget prepared without considering the previous years budget is :
- (A) Line item budget
  - (B) Formula budget
  - (C) Lumpsum budget
  - (D) Zero based budget

39. Which of the following factors is not considered in the making of a library budget ?
- (A) The size of organization
  - (B) The age of library employee
  - (C) The types of users
  - (D) The collection
40. The slogan "Right book to the right reader at the right time should be the principle of book selection" enunciated by :
- (A) F. Drury
  - (B) H. E. Bliss
  - (C) Melvil Dewey
  - (D) C. A. Cutter
41. Theory X and Y is related to :
- (A) Directing
  - (B) Staffing
  - (C) Motivation
  - (D) Planning
42. Issues and return of books in the work of :
- (A) Circulation counter
  - (B) Reference desk
  - (C) Technical section
  - (D) Accessioning section
43. Who started Newark charging system ?
- (A) C. A. Cutter
  - (B) Dana, John Cotton
  - (C) Peter Drucker
  - (D) F. W. Taylor
44. Which of the following is not a Document ?
- (A) Inscription
  - (B) Periodical
  - (C) Books
  - (D) Machine readable catalogue
45. Stock verification is done in the libraries to find out the physical availability of :
- (A) Books
  - (B) Books and periodicals
  - (C) All articles
  - (D) All reading material only
46. How many columns are there in the Accession Register ?
- (A) 12
  - (B) 13
  - (C) 14
  - (D) 16

47. What is the standard size of accession register ?
- (A) 16" × 13"
  - (B) 16" × 14"
  - (C) 16" × 11"
  - (D) 16" × 12"
48. Outdated and seldom used books are withdrawn from the library is known as :
- (A) Weeding
  - (B) Guiding
  - (C) Shelving
  - (D) Circulating
49. Book selection committee comes under the category of :
- (A) Adhoc committee
  - (B) Working committee
  - (C) Statutory committee
  - (D) Standing committee
50. Living with books deals with library :
- (A) Book selection
  - (B) Book classification
  - (C) Book cataloguing
  - (D) Book accessioning
51. The process of analysing a given item into different distinct items is known as :
- (A) Job description
  - (B) Job enrichment
  - (C) Job analysis
  - (D) Job allotment
52. Programme budget was introduced in the year :
- (A) 1945
  - (B) 1952
  - (C) 1949
  - (D) 1954
53. The main source of funds of university libraries :
- (A) Membership Fee
  - (B) Endowment
  - (C) Fines
  - (D) UGC-grant
54. Kothari Commission was established in the year :
- (A) 1964
  - (B) 1972
  - (C) 1952
  - (D) 1968

55. PERT is a technique for :
- (A) Job analysis
  - (B) System analysis
  - (C) Job description
  - (D) Collection of data
56. Modular planning of library building means :
- (A) The space is divided into equal units
  - (B) Models are built before the final building
  - (C) Different functions
  - (D) The library is built in stages
57. GOC help libraries in determining :
- (A) Books available in the market
  - (B) Foreign exchange rate
  - (C) Name of foreign agents
  - (D) Periodicals available in the market
58. Who suggested ten benchmarks for total quality control ?
- (A) Armand V. Feigenbanm
  - (B) Shigeo Shingo
  - (C) Gordon Foster
  - (D) W. H. Smith
59. Accession list is an important tool for :
- (A) Circulation
  - (B) Cataloguing
  - (C) Stock verification
  - (D) Classification
60. Library Loan department is also known as :
- (A) Circulation department
  - (B) Technical department
  - (C) Reference department
  - (D) None of the above
61. How many digits are there in ISSN now ?
- (A) 10
  - (B) 09
  - (C) 13
  - (D) 08
62. Who is the father of ISBN ?
- (A) Gordon Foster
  - (B) W. H. Smith
  - (C) David Whittaker
  - (D) Bernard
63. International centre of ISSN is located at :
- (A) New York
  - (B) Paris
  - (C) London
  - (D) The Hauge

64. The term 'Fumigation' is related with :
- (A) Preservation
  - (B) Acquisition
  - (C) Circulation
  - (D) None of the above
65. Who gave the basic principle of book selection in 1930 ?
- (A) Drury
  - (B) Dewey
  - (C) Mc Colvin
  - (D) Ranganathan
66. How many components of management functions divided by Ranganathan ?
- (A) 6
  - (B) 3
  - (C) 4
  - (D) 5
67. CPM (Critical Path Method) is developed by :
- (A) IBM
  - (B) IIB
  - (C) Du Pont Company
  - (D) Intel Company
68. Books misplaced on the shelves by the users are restored properly. This work is referred to :
- (A) Shelf Check
  - (B) Stock Verification
  - (C) Shelf Rectification
  - (D) Charging and Discharging
69. The term T. Q. M. was introduced in the year :
- (A) 1940s
  - (B) 1950s
  - (C) 1960s
  - (D) 1970s
70. The area in LIS where T. Q. M. is applicable :
- (A) Stock verification
  - (B) Reference services
  - (C) Organizing meetings
  - (D) All of the above
71. The three card system was introduced by :
- (A) J. H. Shera
  - (B) Ranganathan
  - (C) Peter Phyrre
  - (D) Mayo

72. The concept of self-renewal was introduced by :
- (A) Atkinson
  - (B) Dewey
  - (C) Ranganathan
  - (D) Cutter
73. In the acronym POSDCORB 'CO' stand for the :
- (A) Committee
  - (B) Commission
  - (C) Co-ordination
  - (D) Co-operation
74. Posting the right person at the right place is called :
- (A) Recruitment
  - (B) Job analysis
  - (C) Staffing
  - (D) Selection
75. PPBS was introduced in the year :
- (A) 1968
  - (B) 1961
  - (C) 1955
  - (D) 1970
76. Who said, "Library is the heart of the organization" ?
- (A) B. S. Keshvan
  - (B) K. M. Asadullah
  - (C) Dr. Ranganathan
  - (D) S. Radhakrishnan
77. ISBN in India Assigned by :
- (A) National Library
  - (B) RRRLF
  - (C) DELNET
  - (D) NISCAIR
78. INFLIBNET was established in :
- (A) 1977
  - (B) 1975
  - (C) 1980
  - (D) 1988
79. When was 'Library development plan' prepared for India by Ranganathan ?
- (A) 1950
  - (B) 1942
  - (C) 1939
  - (D) 1962

80. Six Sigma was developed by Motorola in year :
- (A) 1986
  - (B) 1976
  - (C) 1990
  - (D) 1992
81. Managerial skills are :
- (A) Technical skill
  - (B) Conceptual skill
  - (C) Human skill
  - (D) All of the above
82. Information gatekeepers come under :
- (A) Human source
  - (B) Documentary source
  - (C) Institutional source
  - (D) Neo-conventional source
83. Library catalogue cards are filed in specially designed Drawers named :
- (A) Catalogue Cabinet
  - (B) Charging Tray
  - (C) Display Rack
  - (D) Filling Equipment
84. The storage area for the various types of documents kept in a library is :
- (A) Tasks
  - (B) Desks
  - (C) Stacks
  - (D) Racks
85. A good library building is an outcome of librarian and .....
- (A) Registrar
  - (B) Building corporation
  - (C) Finance Officer
  - (D) Architect
86. MIS provides all sorts of information required for :
- (A) Administration
  - (B) Decision-making
  - (C) Proper direction
  - (D) Preparation of Budget

87. Payments for the book purchased can be made only after :
- (A) Accessioning
  - (B) Classification
  - (C) Cataloguing
  - (D) Arrangement in shelves
88. Technical section performs mainly two functions namely Classification and .....
- (A) Accessioning
  - (B) Shelving
  - (C) Cataloguing
  - (D) None of the above
89. Getting books back from the users and releasing the borrowers ticket is :
- (A) Charging
  - (B) Holding
  - (C) Discharging
  - (D) Reserving
90. How many elements of management given by Luther Gulick ?
- (A) 5
  - (B) 7
  - (C) 6
  - (D) 14
91. Brown charging-discharging system belongs to :
- (A) Britain
  - (B) France
  - (C) USA
  - (D) India
92. The number of principles given by Henry Fayol is :
- (A) 7
  - (B) 5
  - (C) 13
  - (D) 14
93. What are two parts of the annual report of the library ?
- (A) Primary and secondary
  - (B) Analytical and systematic
  - (C) Upper and lower
  - (D) Descriptive and statistical

94. Who is the pioneer of open access system in British Libraries ?
- (A) J. D. Brown  
(B) S. R. Ranganathan  
(C) Melvil Dewey  
(D) C. A. Cutter
95. ISBN is :
- (A) International Standard Book Number  
(B) Indian Standard Book Number  
(C) Integrated Service Book Number  
(D) None of the above
96. It is a legal document and can be used as a source of industrial information :
- (A) Report  
(B) Law review  
(C) Patent  
(D) None of the above
97. Which is one of the record of circulation section ?
- (A) Accession Register  
(B) Day Book  
(C) Catalogue Card  
(D) AACR-2R
98. While entering the library, the personnel belongings of a reader are kept in :
- (A) Store Room  
(B) Cloak Room  
(C) Property Counter  
(D) Labour Counter
99. Which type of rack, the popular magazines are usually displayed ?
- (A) Step  
(B) Stack  
(C) Pigeon  
(D) None of the above
100. The library will subscribe magazines through an agent is an example of :
- (A) Vision  
(B) Policy  
(C) Mission  
(D) Objectives

4. Four alternative answers are mentioned for each question as—A, B, C & D in the booklet. The candidate has to choose the correct answer and mark the same in the OMR Answer-Sheet as per the direction :

**Example :**

**Question :**

Q. 1 (A) ● (C) (D)

Q. 2 (A) (B) ● (D)

Q. 3 (A) ● (C) (D)

Illegible answers with cutting and over-writing or half filled circle will be cancelled.

5. Each question carries equal marks. Marks will be awarded according to the number of correct answers you have.
6. All answers are to be given on OMR Answer sheet only. Answers given anywhere other than the place specified in the answer sheet will not be considered valid.
7. Before writing anything on the OMR Answer Sheet, all the instructions given in it should be read carefully.
8. After the completion of the examination candidates should leave the examination hall only after providing their OMR Answer Sheet to the invigilator. Candidate can carry their Question Booklet.
9. There will be no negative marking.
10. Rough work, if any, should be done on the blank pages provided for the purpose in the booklet.
11. To bring and use of log-book, calculator, pager and cellular phone in examination hall is prohibited.
12. In case of any difference found in English and Hindi version of the question, the English version of the question will be held authentic.

**Impt. :** On opening the question booklet, first check that all the pages of the question booklet are printed properly. If there is any discrepancy in the question Booklet, then after showing it to the invigilator, get another question Booklet of the same series.

4. प्रश्न-पुस्तिका में प्रत्येक प्रश्न के चार सम्भावित उत्तर—A, B, C एवं D हैं। परीक्षार्थी को उन चारों विकल्पों में से सही उत्तर छँटना है। उत्तर को OMR आन्सर-शीट में सम्बन्धित प्रश्न संख्या में निम्न प्रकार भरना है :

उदाहरण :

प्रश्न :

प्रश्न 1 (A) ● (C) (D)

प्रश्न 2 (A) (B) ● (D)

प्रश्न 3 (A) ● (C) (D)

अपठनीय उत्तर या ऐसे उत्तर जिन्हें काटा या बदला गया है, या गोले में आधा भरकर दिया गया, उन्हें निरस्त कर दिया जाएगा।

5. प्रत्येक प्रश्न के अंक समान हैं। आपके जितने उत्तर सही होंगे, उन्हीं के अनुसार अंक प्रदान किये जायेंगे।
6. सभी उत्तर केवल ओ. एम. आर. उत्तर-पत्रक (OMR Answer Sheet) पर ही दिये जाने हैं। उत्तर-पत्रक में निर्धारित स्थान के अलावा अन्यत्र कहीं पर दिया गया उत्तर मान्य नहीं होगा।
7. ओ. एम. आर. उत्तर-पत्रक (OMR Answer Sheet) पर कुछ भी लिखने से पूर्व उसमें दिये गये सभी अनुदेशों को सावधानीपूर्वक पढ़ लिया जाये।
8. परीक्षा समाप्ति के उपरान्त परीक्षार्थी कक्ष निरीक्षक को अपनी OMR Answer Sheet उपलब्ध कराने के बाद ही परीक्षा कक्ष से प्रस्थान करें। परीक्षार्थी अपने साथ प्रश्न-पुस्तिका ले जा सकते हैं।
9. निगेटिव मार्किंग नहीं है।
10. कोई भी रफ कार्य, प्रश्न-पुस्तिका के अन्त में, रफ-कार्य के लिए दिए खाली पेज पर ही किया जाना चाहिए।
11. परीक्षा-कक्ष में लॉग-बुक, कैलकुलेटर, पेजर तथा सेल्युलर फोन ले जाना तथा उसका उपयोग करना वर्जित है।
12. प्रश्न के हिन्दी एवं अंग्रेजी रूपान्तरण में भिन्नता होने की दशा में प्रश्न का अंग्रेजी रूपान्तरण ही मान्य होगा।

**महत्वपूर्ण :** प्रश्नपुस्तिका खोलने पर प्रथमतः जाँच कर देख लें कि प्रश्न-पुस्तिका के सभी पृष्ठ भलीभाँति छपे हुए हैं। यदि प्रश्नपुस्तिका में कोई कमी हो, तो कक्षनिरीक्षक को दिखाकर उसी सिरीज की दूसरी प्रश्न-पुस्तिका प्राप्त कर लें।