B. L. I. Sc. DEGREE (C.S.S.) EXAMINATION
First Semester
BLIS1CRT02 - LIBRARY MANAGEMENT
(2024 Admission Onwards)

Time: 3 Hours   **Max. Weight: 30**

Part A (Short Answer Questions)
*Answer any **eight** questions in half a page*
Weight 1 each

1. What is the main goal of Total Quality Management (TQM)?

2. Define the term "accessioning" in library operations.

3. What is the primary consideration when designing furniture for libraries?

4. What is meant by SWOT ?

5. Briefly explain 'Maker Spaces'.

6. What is the purpose of a job description?

7. What is meant by a budgeting technique?

8. Describe disaster and crisis management in libraries.

9. Explain the importance of a staff manual in an organization.

10. Discuss the significance of continuous professional development for library staff.

[8 x 1 = 8 weightage]

Part B (Short Essay Questions)
*Answer any **six** questions on one page*
Weight 2 each

11. What is Scientific Management, and how is it applied in libraries?

12. What is a Management Information System (MIS) in the context of libraries?

13. Outline the procedures involved in the preservation and conservation of library resources.

14. What are the main steps involved in the selection of books and other resources for a library?

15. How does an automated charging system improve library circulation?

16. Describe disaster and crisis management in libraries.

17. If you notice frequent misplacement of books, what strategies would you implement to improve shelf rectification?

18. What are the key features of an environmentally friendly library building?

[6 x 2 = 12 weightages]

Part C (Essay Questions)

*Answer any **two** questions on three pages*
Weight 5 each

19. Discuss Fayol's principles in the context of the management of libraries and information centres.

20. What are collection development policies in libraries, and how do they help in managing library resources effectively?

21. Compare and contrast Line Budgeting, PPBS, and Zero-Based Budgeting in the context of library financial management.

22. Describe serial control in libraries and how it can be effectively implemented to manage journals and periodicals.

[2 x 5 = 10 weightages]