

- प्र.२ थोडक्यात उत्तरे लिहा (कोणतेही २) (३०)
१. POSDCORB या वर सविस्तर टिपणी लिहा.
 २. नियतकालिक म्हणजे काय ते सांगून नियतकालिक नोंदणी च्या पध्दती सांगा.
 ३. ग्रंथोपस्कार म्हणजे काय ? त्यातील कार्य स्पष्ट करा.
- प्र.३ सविस्तर उत्तरे लिहा (कोणतेही २) (४०)
१. व्यवस्थापन म्हणजे काय? हेन्री फेयोलची व्यवस्थापनाची १४ कार्ये स्पष्ट करा.
 २. दाखल नोंद वही म्हणजे काय? त्यातील रकान्यांची सविस्तर माहिती लिहा.
 ३. ग्रंथ देवघेव पध्दती यावर माहिती द्या.
- प्र.४ टिपा लिहा (कोणत्याही २) (२०)
१. ग्रंथालय इमारत
 २. वार्षिक अहवाल
 ३. ग्रंथ पडताळणी

English Translation

Library Management (BL-23-124)

- Q. 1 Choose the correct option** (10)
1. How many principles of management are enunciated by Fayol?
 - a) 12
 - b) 13
 - c) 14
 - d) 15
 2. Who is the father of scientific management?
 - a) Henry Fayol
 - b) Peter Drucker
 - c) Ranganathan
 - d) F. W. Taylor
 3. Kardex is use for
 - a) Maintenance of periodical
 - b) Maintenance of book
 - c) Maintenance of pamphlet
 - d) All of the above
 4. In case of foreign books letter is to be attached.
 - a) Catalogue
 - b) GOC
 - c) List
 - d) None of the above
 5. In the acronyms POSDCORB use in management field "R" stands
 - a) Reacting
 - b) Responding
 - c) Representing
 - d) Reporting
 6. Who started the Three card Charging system?
 - a) S.R. Ranganathan
 - b) Dury
 - c) Luther Gulick
 - d) Sayers
 7. Who started the Newark Charging system?
 - a) Peter Drucker
 - b) Elton Mayo
 - c) John Cotton
 - d) Francis Bacon
 8. ----- is a famous tool for library publicity.
 - a) Book
 - b) Prospectus
 - c) Report
 - d) House bulletin
 9. Issue and return of books in the work of ?
 - a) Reference section
 - b) Technical processing section
 - c) Circulation Section
 - d) None of the above
 10. Acronym POSDCORB coined by?
 - a) L. Gullick & L. Urwick
 - b) Henry Fayol
 - c) Ranganathan
 - d) Peter Drucker.

Q. 2 Answer the following in short (Any 2) (30)

1. Write a detail note on POSDCORB
2. What is mean by Periodical ,explain its charging systems?
3. What is processing of books? Explain its functions

Q. 3 Answer the following in detail (Any 2) (40)

1. What is management? Explain Henri Fayol's 14 principles of management
2. What is Accession register? Explain briefly its columns .
3. Explain a detail information on book circulation system.

Q. 4 Write Short notes (Any 2) (20)

1. Library Building
2. Annual Report
3. Stock Verification
