

**Krishna Kanta Handiqui State Open University**  
**Diploma in Library and Information Science (DLIS) Examination, 2012**  
**Paper-2**  
**Library Management**

Q.1. Answer the following questions 2X5=10

- a) Name the different sections of a library.
- b) What is library budget?
- c) Name different classification schemes used for classifying books in the library
- d) Write full form of LC & DDC.
- e) What is stock verification?

Q. 2. Answer the following questions (any three) 4X3=12

- a) What are the biological agent which damage books?
- b) Write in brief the importance of cataloguing in a library.
- c) Write a note on library standards.
- d) Discuss in brief the duties and responsibilities of a librarian.
- e) Accession register.

Q. 3. Answer the following questions (any three) 6X3=18

- a) What are the different sources of fund for a university library?
- b) Write a short note on DDC.
- c) Write a descriptive note on binding
- d) What are the environmental remedies for maintaining printed documents of the library in useable condition?
- e) Write a note on library staff.

Q. 4. Answer the following questions (any four) 10X4=40

- a) What are the principles of selection of a document? Discuss Dewey's principles of book selection. 4+6=10
- b) Discuss the needs and purpose of classification and cataloguing of books. 5+5=10
- c) What is library building? Discuss the basic principles of library building designing? 3+7=10
- d) What is library authority? Discuss different types of committee. 3+7=10
- e) What is maintenance work? Describe different steps that are to be taken to maintain books in the library. 3+7=10
- f) Why preservation and conservation of documents is necessary? Discuss the needs and purposes of preservation and conservation of documents in a library. 4+6=10