

B R A BIHAR UNIVERSITY, MUZAFFARPUR
DIRECTORATE OF DISTANCE EDUCATION
SHORT TERM COURSE: MODEL QUESTIONS (1ST SEM. -4TH PAPER)
LIBRARY MANAGEMENT

- Q. 1. Discuss and explain about Library Budget.
- Q. 2. Write and explain the process of management in Library.
- Q. 3. Discuss and explain the elements of the management process.
- Q. 4. What do you mean by University Libraries?
- Q. 5. Write about the Important pattern of Library organization.
- Q. 6. What do you mean about classification of jobs in Library?
- Q. 7. Write about the human relation in staffing?
- Q. 8. Discuss and explain Public Libraries.
- Q. 9. Write details for Staff Reporting.
- Q. 10. Write and explain about Library Finance.
- Q. 11. Discuss and explain Three Card System.
- Q. 12. Write about details of Annual Report.
- Q. 13. What do you mean by the Book Order?
- Q. 14. Write and explain about Periodical Publications.
- Q. 15. Write short notes on any two:
- a.) Cataloguing b.) Shelving c.) Division of Works.