

- Q.31 Write down procedure for registration of new membership in a library.
- Q.32 What is the need for book binding in a library.
- Q.33 What are the different activities in periodical section.
- Q.34 What do you mean by ILL? Discuss in need with help of example.
- Q.35 Write short note on self rectification.

SECTION-D

- Note :** Long Answer type question. Attempt any two questions. (2x10=20)
- Q.36 Write the name of different sections of the library. Explain the periodical section in detail.
- Q.37 Give a detailed description of different function of circulation section with examples.
- Q.38 Describe the organization and functions of reference section in detail.

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4th Sem,
Subject : Library and Information Management-II

Time : 3 Hrs. **M.M. : 100**

SECTION-A

Note : Multiple choice questions. All questions are compulsory. (10x1=10)

- Q.1 Best reading for the largest number at the least cost principle is applied to:
- a) Circulation b) Maintenance
 - c) Acquisition of books d) Classification of books
- Q.2 How many principles of management have been propounded by Henry Fayol:
- a) 12 b) 14
 - c) 13 d) 16
- Q.3 What is periodical?
- a) Which appears in parts or volumes at regular intervals
 - b) Which appears in a year regularly
 - c) Which appears in English language
 - d) None of these
- Q.4 What type of materials are available in microforms:
- a) Back files of newspapers only
 - b) Periodical publications only
 - c) Out of print materials only
 - d) All of these only

- Q.5 To whom the weightage is given in selecting the documents for library?
- Theory of management
 - Selection principles
 - Types of documents
 - Demand principles
- Q.6 3 cards systems is mainly used in libraries in which of the following:
- Book selection
 - Circulation of books
 - Serial selection
 - None of these
- Q.7 Demand & supply theory of Book Selection was given by:
- Melvil Dewey
 - Drury
 - Mc Colvin
 - CACutter
- Q.8 What is the chief records in library?
- Catalogue
 - Accession Register
 - ShelfList
 - Collection Register
- Q.9 The main use of Shelflist in libraries is for:
- Cataloguing
 - Circulation
 - Book Selection
 - Stock verification
- Q.10 Newark system of circulation was started from which country:
- India
 - France
 - England
 - USA

SECTION-B

Note : Very short answer type question. Attempt any ten questions out of twelve questions. (10x2=20)

- Q.11 What is Accession register?

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- Q.12 What is library management?
- Q.13 Write Main purpose of circulation section.
- Q.14 What are stacks?
- Q.15 Browne issue system.
- Q.16 Full form of CCC.
- Q.17 Full form of DDC.
- Q.18 When AACR2 was first published?
- Q.19 What is barcode?
- Q.20 Give name of any one reference service provided in the library.

SECTION-C

- Note :** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Briefly explain the needs of inter library loan.
- Q.22 Describe the process of book procurement in the library.
- Q.23 Briefly describes the steps involved in physical processing of the book.
- Q.24 Give a brief note about functions of circulation section.
- Q.25 Write four difference between long-range and short-range reference service.
- Q.26 What is the main functions of maintenance section?
- Q.27 What do you understand by three card system?
- Q.28 Describe the organization of periodical section.
- Q.29 Difference between shelf arrangement and shelf rectification.
- Q.30 Write the principles of book selection given by Dr. S.R. Rangnathan?

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