

- Q.25 Discuss the uses of reference section.
- Q.26 Write any five needs of book selection.
- Q.27 Write short note on 'shelf rectification'.
- Q.28 Write the process of book ordering.
- Q.29 Discuss the tools of book selection.
- Q.30 Write short note on reference query.
- Q.31 Write the process of registration of periodical.
- Q.32 Write down various methods of book binding in library.
- Q.33 What are the methods of circulation?
- Q.34 Discuss charging and discharging system.
- Q.35 Write down the steps for Reservation of books.

SECTION-D

**Subject:- Library and Information Management- II/
Coll. Dev. -I**

SECTION-A

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

- a) Charging system b) Book selection
c) Library Legislation d) Library Catalogue

- a) Register b) Newyork
c) Brownee d) All of these

- a) Planning b) Staffing
c) Directing d) Classification

- a) Statuary b) Standing
c) Ad-hoc d) Working

- (1) 181642/121642/031642/
031641/1612N

Q.5 The facility of inter library loan is provided by _____ department.

- a) Reference b) Circulation
- c) Technical d) Acquisition

Q.6 What is standard size of accession register?

- a) 16x12 b) 16x13
- c) 16x11 d) 16x18

Q.7 POSDCORB is related to _____

- a) Library Catalogue
- b) Library Automation
- c) Library Administration
- d) Library Reference service

Q.8 The students, teachers and research scholars are the uses of _____ library.

- a) Academic b) Public
- c) Special d) Government

Q.9 Who is the father of scientific Management?

- a) F.W. Taylor b) Luther Gulick
- c) Harold Kdontz d) all of the above

Q.10 Who invented three card system?

- a) Cutter b) Dewey
- c) Ranganathan d) Brownee

SECTION-B

Note: Objective type questions. All questions are compulsory. (10x1=10)

Q.11 Who is the author given 11 words principles of book selection.

Q.12 Give column is accession register _____.

Q.13 Write any one book selection tools.

Q.14 Classification work as a technical work _____ (True/False)

Q.15 Give standard sizes of book racks.

Q.16 Give full form ILL..

Q.17 The card system involves _____

Q.18 Give any one equipment of library.

Q.19 Give name one non-book material

Q.20 Meaning of renewal of books.

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

Q.21 Draw different column of the accession Register

Q.22 Define process of renewal of book.

Q.23 Describe the procedure of new membership in the library.

Q.24 Why binding is essential in the library and discuss its uses.