

- Q.22 What is inter library loan.
 - Q.23 Describe reservation of books.
 - Q.24 Define payment.
 - Q25 Write a short note of remainder and cancellation.
 - Q.26 Describe the quotation for placing order.
 - Q.27 Define minutes of meetings.
 - Q.28 What is the importance of library committee meeting.
 - Q.29 What is the correspondence related to bindings.
 - Q.30 Describe mailing and responding.
 - Q.31 Write a short note in preparation of Agenda.
 - Q.32 What is the library acquisition section.
 - Q.33 Write a note on returns of books by users.
 - Q.34 Define the CC & BCC.
 - Q.35 What is the suppliers.

Section-D

Note: Long answer type questions. Attempt any two questions out of three Questions. (2x10=20)

- Q.36 Explain different kind of correspondence related to acquisitions of books materials in library.

Q.37 What is mean by library membership?

Q.38 What is E-mail? Explains the components of e-mail.

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4th Sem., Branch : LIS
Subject : Library Correspondence

Time : 3 Hrs. M.M. : 100

SECTION-A

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

- Q.1 Who is the Library authority?

 - a) Library members
 - b) Library collections
 - c) Library users
 - d) College staff

Q.2 What is the standard size of Accession Register?

 - a) 16' x 13'
 - b) 15' x 11'
 - c) 11' x 12'
 - d) 10' x 9'

Q.3 What is the main record of library?

 - a) Book cards
 - b) Shelf cards
 - c) Pocket cards
 - d) Accession Register

Q.4 What is the guiding principle for planning a new library building?

 - a) Bureau of Indian Standards
 - b) Board of Indian standards
 - c) Board of India solutions
 - d) BSI

- Q.5 What is the standard size of charging tray?
- a) Length 5 inches and width 7 inches
 - b) Length 8 inches and width 7 inches
 - c) Length 12 inches and width 7 inches
 - d) Length 11 inches and width 9 inches
- Q.6 What is a Property counter?
- a) Reader use for reading
 - b) At the entrance, readers use the property counter to place their belongings.
 - c) At the entrance, readers use the property counter to book checking
 - d) At the entrance, readers use for return the books in library
- Q.7 The library authority refers to whom?
- a) Staff committee b) Operative committee
 - c) Users d) Librarian
- Q.8 What are the three parts in statistics related to library resources for library and information center.
- a) Finance, collection, employees
 - b) Only Books
 - c) Both A & B
 - d) None of these
- Q.9 What should the library building be like?
- a) Attractive b) Flexible
 - c) Noise free d) All of these

- Q.10 What does by correspondence mean?
- a) Communication by means of letters or e-mail
 - b) Communication with internet
 - c) Individual communication
 - d) Group communication

Section-B

Note: Objective type questions. All questions are compulsory. $(10 \times 1 = 10)$

- Q.11 Write the example of non-periodical publication.
- Q.12 Write the purpose of staff meeting.
- Q.13 Full form of E-mail.
- Q.14 What is the periodicals.
- Q.15 Define inviting quotation.
- Q.16 Explain the Agenda.
- Q.17 What is the order.
- Q.18 Define new arrivals.
- Q.19 What is library correspondence?
- Q.20 What is drafting.

Section-C

Note: Short answer type Question. Attempt any twelve questions out of fifteen Questions. $(12 \times 5 = 60)$

- Q.21 Define in details of library materials with example.