

- Q.28 Define library committee, write the types of library committee.
- Q.29 Explain the component of Agenda
- Q.30 Write a short note on new arrivals in library.
- Q.31 Write a letter for placing order for library furniture.
- Q.32 Describe the staff meetings.
- Q.33 Which are correspondence related to bindings describe in brief.
- Q.34 Write any five prohibit conditions of ILL.
- Q.35 Write the procedure of return a book in a library?

SECTION-D

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

- Q.36 Explain the process of acquiring new books and periodicals for a library.
- Q.37 Define new arrivals. Explain the method of display of new books & periodicals in college library.
- Q.38 Write a reminder letter for the missing Issue of periodicals.

No. of Printed Pages : 4

Roll No.

181641/121641/
031632/1651N/1641N

4th Sem.

Branch : LIS

Sub : Library Correspondence

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Which of the following is essential for effective correspondence?
- Grammar and spelling
 - Proper formatting
 - Clear & concise message
 - All of the above
- Q.2 In email correspondence, CC stands for :
- Central Communication
 - Carbon Copy
 - Confidential Copy
 - Critical Communication
- Q.3 Library materials can be classified as :
- Physical and digital
 - Only books
 - Only e-Books
 - Only physical materials
- Q.4 What is the main record of library?
- Book cards
 - Shelf cards
 - Pocket cards
 - Accession Register

- Q5. Which of the following is a type of internal correspondence within library.
- a) Reminder letter b) I.LL Letter
- c) Over due charger letter d) All of these
- Q.6 The lending library in ILL is responsible for :
- a) Requesting materials from another library
- b) Lending its materials to a borrowing library
- c) Purchasing materials for the user
- d) Acquiring materials through donation
- Q.7 Which of these is not a medium for e-mail?
- a) Internet b) Intranet
- c) Extranet d) Paper
- Q.8 The main purpose of Inter Library Load (ILL) is to :
- a) Increase Library budgets
- b) Provide users access to materials not available in their home library
- c) Reduce the number of books in circulation
- d) Promote online book sales
- Q.9 Which of the following is a correct format of Email address?
- a) Name@gmail b) namegmail.com
- c) Name.com d) name@gmail.com
- Q.10 Which of the following is considered a reference material in a library?
- a) Novels b) Encyclopedias
- c) Magazines d) Fictional stories

(2) 181641/121641/
031632/1651N/1641N

SECTION-B

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

- Q.11 Who is the library authority?
- Q.12 Write the name of any two equipments of a library.
- Q.13 What is the tender.
- Q.14 Renewals of Books are done in department.
- Q.15 What is the full form of WWW Renewals of Books are done in department.
- Q.16 Inter library loan is the work of which department?
- Q.17 Write any two mode of Payment.
- Q.18 Define the Binding.
- Q.19 Full form of 9LL.
- Q.20 Internet is essential for E-correspondence. (True/False)

SECTION-C

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

- Q.21 What information is typically required for a library membership application?
- Q.22 Write a short note of placing order K cancellation.
- Q.23 Write the procedure of renewal of books.
- Q.24 Write a short note in preparation of agenda.
- Q25 Describe the types of binding.
- Q.26 Define correspondence write the types of correspondence in a library.
- Q.27 Which of the following are including in correspondence?

(3) 181641/121641/
031632/1651N/1641N