

## **SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Describe The major steps in planning of library building in India, indicating the Librarian's role in the activity.
- Q.24 Describe various methods for stock verification. Explain any one methods.
- Q.25 What are the purpose of Annual report? Prepare draft of annual report in university library.

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## **4th Sem / Library & Information Science**

### **Subject : Library and Information Management - II**

Time : 3 Hrs.

M.M. : 60

## **SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Three card system is to used in \_\_\_\_\_.  
a) Books                      b) Periodicals  
c) Audio/video                d) All of these
- Q.2 A library is a basically a \_\_\_\_\_ Institution.  
a) Learning                    b) Services  
c) Social                      d) Research
- Q.3 The functional elements of scientific management are known as:  
a) POSDCORB                b) POSDCORD  
c) POSBCORD                d) PODSCORB
- Q.4 How many columns are there in the accession register?  
a) 10                          b) 12  
c) 16                          d) 14

(60)

(4)

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(1)

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Q.5 Three card system was proposed for:

- a) Books
- b) Microforms
- c) Periodical maintenance
- d) Patents

Q.6 Books selection cards, Budget allocation register and Accession registers are used by \_\_\_\_\_ department.

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

## SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory.  $(6 \times 1 = 6)$

Q.7 Give any one sources of finance.

Q.8 Give full form ILL.

Q.9 Write any one equipment of library.

Q.10 Book order work as a Acquisition work \_\_\_\_\_  
(True/False)

Q.11 Write any methods for library marketing and Publicity

Q.12 Write name any one causes of loss of books.

## SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions.  $(8 \times 4 = 32)$

Q.13 Write name any five library furniture are required in university library.

Q.14 Describe the concept of Green Libraries.

Q.15 Write the importance of library budget.

Q.16 Write the various sources of library finance.

Q.17 Describe the utilities of library statistics.

Q.18 Describe the need and purpose of library extension services.

Q.19 Define the concept of mobile libraries.

Q.20 Write the process of weeding out of books.

Q.21 Write any four steps for preservation of library books

Q.22 Describe the types of book binding.