Q.28 What is a property counter?

Q.29 What are the functions done in the circulation department?

Q.30 Short note on new arrivals in library.

Q.31 What is the tenders

Q.32 Describe the staff meetings.

Q.33 Define the Bindings.

Q.34 Describe the features of a E-mail.

Q.35 Which of the following are including in correspondence?

SECTION-D

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

Q.36 What is library materials Describe the need, objective and purpose of library furniture and equipments's.

Q.37 Explain the role of ILL in the development of knowledge society.

Q.38 Define library committee. Brief explain about the minutes of meetings?

4th Sem / LIS
Subject:- Library Correspondence

Time : 3Hrs.　　　　　　　　　　　　　M.M. : 100

SECTION-A

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

Q.1 Which of the following are including in correspondence?
a) phone cells　　　b) face to face meetings
c) Formal letters　　d) All of above

Q.2 _____ is a formal invitation to make an offer for the supply of goods or services.
a) Inviting Tender　　b) Place order
c) Reminder　　　　d) Meeting

Q.3 Effective professional correspondence uses an appropriate style, clear and concise language, and _____
a) The passive voice　　b) the active voice
c) Open punctuation　　d) close punctuation

Q.4 Which of the following is not part of a cover letter?
a) Salutation　　　b) return address
c) reference　　　d) close

Q.5 Letters that please the receiver are called
a) yes letters
b) good-news letters
c) Attention letters
d) invitation letters

Q6 What are the functions done in the circulation department?
a) Membership renewal
b) Issue Return
c) Both A and B
d) Book order

Q.7 Which of these is not a medium for e-mail?
a) Internet
b) Intranet
c) Extranet
d) Paper

Q8 Which of these is the easiest way of communication?
a) E-mail
b) Fax
c) Letter
d) none of these

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 What is the drafting?
a) Prepare a preliminary stage of writing works
b) Prepare end version of (a document)
c) Full details of works
d) None of these

SECTION-B

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

Q.11 "Simplicity" in writing means essentially.

Q.12 An example of a communication channel is

Q.13 Quotations are letters of enquiry.

Q.14 Which of these is not mentioned in a tender.

Q.15 What is the full form of WWW in web address?

Q.16 Inter library loan is the work of which department?

Q.17 Which of the following is a types of correspondence?

Q.18 Are emails considered correspondence?

Q.19 Full form of RFID?

Q.20 What is downloading?

SECTION-C

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

Q.21 Write any four advantages of resources sharing in library.

Q.22 Who is the library authority?

Q.23 The library authority refers to whom?

Q.24 What are the three parts in statistics related to library resources for library and information center.

Q.25 What should the library building be like?

Q.26 What does by correspondence mean?

Q.27 What is the standard size of charging tray?