

- Q.25 Describe briefly the components of agenda.
- Q.26 Write a quotation letter for books.
- Q.27 Elaborate the registration of membership in a library.
- Q.28 Write a short note on minutes of meeting.
- Q.29 Write any five needs of binding.
- Q.30 Explain inter library loan in brief.
- Q.31 Define binding and write its types.
- Q.32 Describe library correspondence.
- Q.33 Write a letter for placing order of material.
- Q.34 Write a letter for the books on inter library loan basis.
- Q.35 Describe library committee.

SECTION-D

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

- Q.36 Define forwarding letter. Write a forwarding letter for library committee meeting.
- Q.37 Explain the display method of new books and periodicals in library.
- Q.38 Write a reminder letter for the non-receipt of periodicals with the names of any five titles.

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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 section of the library provides "inter library loan" facility to the users.
- a) Technical b) Acquisition
- c) Circulation d) Reference
- Q.2 To provide collective advices on all the matters of the library is the purpose of library _____
- a) Commission b) Committee
- c) Seminar d) Conference
- Q.3 Invitation of tender is done at the:
- a) Supply receiving work
- b) Order placing work
- c) Pre-order work
- d) Post-order work
- Q.4 In India, the conversion rates for buying foreign books is done by _____
- a) Association

- b) Book Seller
- c) Good Office Committee
- d) Publishers

Q.5 Kardex is used to have a control on:

- a) Periodicals b) Books
- c) Audio and Video d) Maps and Globes

Q.6 The three stages of operations in the acquisition of department are:

- a) Only accessioning
- b) Classification, cataloguing and labeling.
- c) Accessioning, Labelling and cataloguing
- d) Selection, procurement and acquisition

Q.7 Which section of the library maintain the various register:

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

Q.8 Advance payment/subscription is to be made for:

- a) Periodicals b) Newspaper
- c) Books d) None of these

Q.9 Which one is odd:

- a) E-Correspondence b) E-mail
- c) Forwarding letter d) Issue/return of books

Q.10 Agenda consist documents:

- a) Forwarding letter b) Agenda proper
- c) Explanatory notes d) All of these

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SECTION-B

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

Q.11 E-mail stands for?

Q.12 The latest reading material available in the library is known as _____

Q.13 Write any one type of binding.

Q.14 Write the meaning of subscription.

Q.15 What is overdue charges?

Q.16 Write the full form of ILL.

Q.17 _____ of books is the basic function of circulation section.

Q.18 Write the meaning of renewal of books.

Q.19 Write the full form of GOC.

Q.20 Write any one benefit of e-mail.

SECTION-C

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

Q.21 Describe the means of procurement of periodicals.

Q.22 Write any five functions of a circulation section.

Q.23 Write a letter for the payment of book.

Q.24 Write any five each of equipment and furniture for a library.

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