

- Q.26 Write a reminder letter for the books.
 - Q.27 Make a difference between charging and discharging of books.
 - Q.28 Write a cancellation letter.
 - Q.29 Write any five methods of display of new periodicals.
 - Q.30 Write any five problems in procurement of periodicals.
 - Q.31 Write a letter for inter library loan.
 - Q.32 Define email. Write about the drafting, mailing and responding of an email in brief.
 - Q.33 Write any five function of circulation section.
 - Q.34 Describe the procedure of membership of library.
 - Q.35 Define new arrival. Write any three methods of display of new books.

SECTION-D

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

- Q.36 Explain the components of agenda in detail.

Q.37 Define binding. Explain the need and importance of binding.

Q.38 Write a letter for the placing order of books in a library.

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4th Sem / Library & Information Science

Subject:- Library Correspondence

Time : 3Hrs. M.M. : 100

SECTION-A

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

- Q.1 Invitation of quotation is done at the:

 - a) Supply receiving work
 - b) Order placing work
 - c) Pre order work
 - d) Post order work

Q.2 What is the goal of circulation service in the library:

 - a) Use of library reading material
 - b) Use of book only
 - c) To attend maximum of users
 - d) None of these

Q.3 Book selection committee in the library is an example of _____

 - a) Management b) Authorities
 - c) Standing committee d) Ad-hoc committee

Q.4 Ranganathan's _____ of library science are helpful in document selection.

- a) Five laws b) First three laws
 c) Canon d) Directive principle
- Q.5 What is the basic record of library about the books?
 a) Accession register b) Catalogue
 c) Order register d) Book display board
- Q.6 The two stages of operations in periodical ordering work are:
 a) Ordering and receipt of periodicals
 b) Pre order and order placing work
 c) Receipt of periodical
 d) None of these
- Q.7 Acquisition of foreign periodicals is generally done from:
 a) Subscription vendor b) Local book seller
 c) Post office d) Trading corporation
- Q.8 Cardex is used for receipt of:
 a) Newspaper b) Book
 c) Textbook d) Periodical
- Q.9 Which one is odd:
 a) AC b) Computer
 c) Photocopy machine d) Computer table
- Q.10 Which type of binding is the best to keep the books safe for a long duration.
 a) Library binding b) Reinforce binding
 c) Publisher's casing d) None of these

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SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 _____ Section where books are issued to the users.
- Q.12 Write the example of new arrival.
- Q.13 Write the purpose of binding.
- Q.14 Write the meaning of non-receipt.
- Q.15 Write the purpose of staff meeting.
- Q.16 Write any one benefit of email.
- Q.17 What is the minutes of meeting.
- Q.18 _____ letter is the part of agenda.
- Q.19 Write the meaning of renewal of books.
- Q.20 How many copies of the bills should be taken at a time of purchase of books.

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Describe library correspondence.
- Q.22 Write any five steps of procurement of books.
- Q.23 Describe the process of renewal of books.
- Q.24 Write any five prohibit conditions of ILL.
- Q.25 Make a list of furniture and equipment for a college library.

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