

- Q.28 Write a letter for placing order for library materials.
 Q.29 Describe the process of reservation of books.
 Q.30 Write a short note on Agenda proper.
 Q.31 Define E-Mail. Write any four merits of an email.
 Q.32 Write a quotation letter for book binding & periodicals.
 Q.33 Write any five functions of circulation section.
 Q.34 Describe the Inter-library loan.
 Q.35 Define Binding. Write its any five benefits.

SECTION-D

- Note:** Long answer type questions. Attempt any Two question out of three questions. (2x10=20)
- Q.36 Write a forwarding letter for the library committee meeting.
 Q.37 Write a letter to publisher for the placing order for books with terms & conditions.
 Q.38 Explain the components of Agenda.

No. of Printed Pages : 4 181641/121641/31632/
 Roll No..... 1651N/1641N

4th Sem / Branch : LIS
Subject : Library Correspondence

Time : 3 Hrs. **M.M. : 100**

SECTION-A

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

- Q.1 Important functions of the Acquisition section of a library are selection, procurement and _____:
 a) Accessioning b) Classification
 c) Technical Treatment d) Cataloguing
- Q.2 Which section of the library provides “Inter Library Loan” facilities to the users?
 a) Technical b) Acquisition
 c) Circulation d) Reference
- Q.3 Which is not function of circulation section?
 a) Issue return of books
 b) Reservation of books
 c) Registration of membership
 d) Reference service
- Q.4 Ordering of books is done in _____ section.
 a) Acquistion b) Circulation
 c) Technical d) None of these
- Q.5 The library subscribe the periodicals through:
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- a) Agent b) Gift
 c) Subscription d) all of these
- Q.6 Invitation of quotations is done at the _____
- a) Supply receiving work
 b) Order placing work
 c) Pre order work
 d) Post order work
- Q.7 Which is/are the method of display of new arrival books?
- a) According to size of books
 b) Subject wise
 c) Alphabetically
 d) All of these
- Q.8 Which one is odd:
- a) Photocopy machine
 b) Computer Table
 c) Air Conditioner
 d) Computer
- Q.9 Library correspondence related to :
- a) Library authority b) Publishers
 c) Library Staff d) All of these
- Q.10 Which of the following is mandatory for sending an email?
- a) Body b) Subject
 c) Attachment c) Sender Mail ID

SECTION-B

- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Write the meaning of subscription.
 Q.12 Agenda is the _____ of library committee meeting.
 Q.13 Write any one example of Library equipment.
 Q.14 Write any one merit of e-correspondence.
 Q.15 Registration of new members is done _____ section.
 Q.16 Write the full form of ILL.
 Q.17 Write any one type of book-binding.
 Q.18 Write the meaning of minutes of meeting.
 Q.19 Write the main objective of staff meeting.
 Q.20 Which section is related to reservation of books?

SECTION-C

- Note:** Short answer type questions. Attempt any Twelve question put of fifteen questions. (12x5=60)
- Q.21 Define library correspondence & its types.
 Q.22 Make a list of library furniture & equipments.
 Q.23 Describe the charging & discharging of books.
 Q.24 Write any five methods of display of new periodicals.
 Q.25 Describe the procedure of procurement of new book in a college library.
 Q.26 Write a short note on Agenda.
 Q.27 Write a reminder letter for library books.