

- Q.22 What is inter library loan.
 Q.23 Describe reservation of books.
 Q.24 Define payment.
 Q.25 Write a short note of remainder and cancellation.
 Q.26 Describe the quotation for placing order.
 Q.27 Define minutes of meetings.
 Q.28 What is the importance of library committee meeting.
 Q.29 What is the correspondence related to bindings.
 Q.30 Describe mailing and responding.
 Q.31 Write a short note in preparation of Agenda.
 Q.32 What is the library acquisition section.
 Q.33 Write a note on returns of books by users.
 Q.34 Define the CC & BCC.
 Q.35 What is the suppliers.

Section-D

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

- Q.36 Explain different kind of correspondence related to acquisitions of books materials in library.
 Q.37 What is mean by library membership?
 Q.38 What is E-mail? Explains the components of e-mail.

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Roll No.

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4th Sem., Branch : LIS Subject : Library Correspondence

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Who is the Library authority?
 a) Library members b) Library collections
 c) Library users d) College staff
- Q.2 What is the standard size of Accession Register?
 a) 16' x 13' b) 15' x 11'
 c) 11' x 12' d) 10' x 9'
- Q.3 What is the main record of library?
 a) Book cards b) Shelf cards
 c) Pocket cards d) Accession Register
- Q.4 What is the guiding principle for planning a new library building?
 a) Bureau of Indian Standards
 b) Board of Indian standards
 c) Board of India solutions
 d) BSI

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- Q.5 What is the standard size of charging tray?
- Length 5 inches and width 7 inches
 - Length 8 inches and width 7 inches
 - Length 12 inches and width 7 inches
 - Length 11 inches and width 9 inches
- Q.6 What is a Property counter?
- Reader use for reading
 - At the entrance, readers use the property counter to place their belongings.
 - At the entrance, readers use the property counter to book checking
 - At the entrance, readers use for return the books in library
- Q.7 The library authority refers to whom?
- Staff committee
 - Operative committee
 - Users
 - Librarian
- Q.8 What are the three parts in statistics related to library resources for library and information center.
- Finance, collection, employees
 - Only Books
 - Both A & B
 - None of these
- Q.9 What should the library building be like?
- Attractive
 - Flexible
 - Noise free
 - All of these

- Q.10 What does by correspondence mean?
- Communication by means of letters or e-mail
 - Communication with internet
 - Individual communication
 - Group communication

Section-B

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

- Q.11 Write the example of non-periodical publication.
- Q.12 Write the purpose of staff meeting.
- Q.13 Full form of E-mail.
- Q.14 What is the periodicals.
- Q.15 Define inviting quotation.
- Q.16 Explain the Agenda.
- Q.17 What is the order.
- Q.18 Define new arrivals.
- Q.19 What is library correspondence?
- Q.20 What is drafting.

Section-C

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

- Q.21 Define in details of library materials with example.