No. of Printed Pages: 4 Q.30 Write a short note on subscription of periodical. Roll No. 121641 Q.31 Define Drafting. Enlist any five guidelines for 4th Sem. / LIS drafting. **Subject: Library Correspondence** Q.32 Difference between charging and discharging Time: 3 Hrs. M.M.: 100 of books. **SECTION-A SECTION-D** Note: Objective type questions. All questions are Note:Long answer type questions. Attempt any three compulsory. (10x1=10)questions out of four questions. (3x10=30)Q.1 Write any two means of procurement of Q.33 How would you acquire new equipments in a periodical. college library? Q.2 Write the meaning of renewal of books. Q.34 Explain the display methods of books and periodicals in a library. Q.3 Write any two uses of e-mail. Q.35 Write a letter to the librarian for Inter-Library Q.4 Write the meaning of subscription. loan. Q.5 Write any two methods of issue - return. Q.36 Write a letter for placing an order for books. Q.6 Write any two functions of circulation section. Q.7 Write the meaning of CC and BCC. (80)(4) (1) 121641 121641

Q.8 Write the purpose of display of new periodicals. Q.9 Write the meaning of acknowledgement receipt. Q.10 Ordering of books is done in section. SECTION-B SECTION-B SECTION-C Note: Very Short answer type questions. Attempt any ten questions out of twelve questions. (10x2=20) Q.11 Define library Correspondence Q.23 Enlist the Furniture items in a library. Q.12 Write any two uses of binding. Q.13 Define Inter-Library loan. Q.14 Define placing order. Q.15 Define charging system. Q.16 Define Agenda. Q.17 Define Explainery Notes. Q.18 Define discharging system. Q.19 Define non-receipt. Q.20 Write any two uses of CCTV Camera. Q.21 Define subscription order. Q.22 Define new arrival. Q.22 Define new arrival. Q.22 Define new arrival. Q.23 Enlist the Furniture items in a library. Q.24 Write a cancellation letter to cancel supply order of the books. Q.25 Describe the responding of an e-mail. Q.26 Write any two methods of Registration of periodicals. Q.27 Write the five methods of display of new arrival books. Q.28 Make a specimen of comparative statement. Q.29 Write a letter for the Non-Receipt issue.						
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