

- Q.30 Write a short note on subscription of periodical.
- Q.31 Define Drafting. Enlist any five guidelines for drafting.
- Q.32 Difference between charging and discharging of books.

SECTION-D

Note: Long answer type questions. Attempt any three questions out of four questions. (3x10=30)

- Q.33 How would you acquire new equipments in a college library?
- Q.34 Explain the display methods of books and periodicals in a library.
- Q.35 Write a letter to the librarian for Inter-Library loan.
- Q.36 Write a letter for placing an order for books.

No. of Printed Pages : 4

Roll No.

121641

4th Sem. / LIS

Subject : Library Correspondence

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Write any two means of procurement of periodical.
- Q.2 Write the meaning of renewal of books.
- Q.3 Write any two uses of e-mail.
- Q.4 Write the meaning of subscription.
- Q.5 Write any two methods of issue - return.
- Q.6 Write any two functions of circulation section.
- Q.7 Write the meaning of CC and BCC.

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- 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

Note:Very Short answer type questions. Attempt any ten questions out of twelve questions. (10x2=20)

- Q.11 Define library Correspondence
- 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.

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- Q.20 Write any two uses of CCTV Camera.
- Q.21 Define subscription order.
- Q.22 Define new arrival.

SECTION-C

Note:Short answer type questions. Attempt any eight questions out of ten questions. (8x5=40)

- 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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