

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Explain the various things you will taken into account for inviting quotations for the binding of books.
- Q.4 Prepare an agenda for the meeting regarding purchase of library material.
- Q.5 Draft an annual report of college library.
- Q.6 Write a reminder letter to the publishes for supply of books.
- Q.7 Explain various types of library committees.

No. of Printed Pages : 4

Roll No.

031632/1651N/1641N

3rd Sem. / LIS

Subject : Library Communication

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) Convension rates.
b) Collection Management.
c) Accounting for Non-receipt.
d) Inquiry letter.
e) Minutes.
f) Budget.
g) Stock verification.
h) Inter library loan.
i) Reminder letter.
j) Minutes of meeting.

- k) Annual report.
- l) New Arrivals.
- m) Reservation of books.
- n) Types of binding.
- o) Agenda.
- p) Overdue charges.
- q) Define periodical.
- r) Written communication.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) Discuss the meaning and importance of inter library loan.
 - ii) How new periodicals will be displayed in college library.
 - iii) How would you cancel the order of books?
 - iv) Prepare a draft for minutes of meeting.

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- v) How would you allocate funds.
- vi) State the need for book-binding in library.
- vii) How would you enrollment new members for a public library.
- viii) Name various services provided by circulation section.
- ix) Renewals of order for the periodicals / journals.
- x) Define the concept of accounting for the non-receipt.
- xi) Make a specimen of comparative statement of quotation.
- xii) Write a letter for reservation of books.
- xiii) What do you understand by payment process.
- xiv) Name two types of stock verification and discuss anyone in detail.
- xv) State shortly on collection management.

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