

### SECTION-C

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

- Q.3 Define stock verification and explain the various methods for stock verification.
- Q.4 Describe the term for library statistics. Which type of statistics are maintained in library?
- Q.5 Write the various methods of preservation of book and non-book library material.
- Q.6 Prepare a draft of annual report.
- Q.7 Define resource sharing. Explain in detail various fields of sharing in libraries.

No. of Printed Pages : 4

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**5th Sem. / LIS**

**Subject : Library and Information Management - III**

Time : 3 Hrs.

M.M. : 100

### SECTION-A

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

- Q.1 a) Define Book.
- b) Two uses of book binding.
- c) Define the term non-book.
- d) Stock verification.
- e) Define stock rectification.
- f) Two methods of recording of periodicals.
- g) Meaning of statistics.
- h) Two functions of maintenance section.

- i) Two benefits of sound proofing.
- j) Number of columns in accession register.
- k) Library accounting.
- l) Library equipments.
- m) Uses of accession register.
- n) What is inter library loan.
- o) Define TQM.
- p) Define library records.
- q) Define archival material.
- r) Two uses of annual report.

### SECTION-B

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

- Q.2
- i) Preservation of books.
  - ii) Short note on 'Library records'.

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- iii) Need for library stock verification.
- iv) Four functions for stock verification.
- v) Explain the methods for repair of damaged books.
- vi) Define the term for 'total quality management'?
- vii) What is library statistics?
- viii) State need for annual report.
- ix) Need for library information service.
- x) Short note on 'Resource sharing'.
- xi) Name the various methods used for recording of books.
- xii) Write information services.
- xiii) Explain shelf arrangement.
- xiv) Objectives for TQM.
- xv) Purpose of library extension service.

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