

SECTION-C

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

- Q.3 Briefly explain the different methods of stock verification.
- Q.4 How would you organise reference section in the library?
- Q.5 Discuss the Browne issue system in detail along with its merits and demerits of this system.
- Q.6 Discuss in functions of technical section.
- Q.7 Prepare a draft of library rules for an academic library.

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Subject : Library and Information Management - II

Time : 3 Hrs.

M.M. : 100

SECTION-A

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

- Q.1 a) Reference service.
- b) Define management.
- c) Overdue charger
- d) Alphabetical arrangement of books.
- e) Discharging system
- f) Stock-verification
- g) Uses of maintenance section.
- h) Define periodical.
- i) Shelf rectification.

- j) Any two uses of binding.
- k) Any two book selection tools.
- l) Inter library loan.
- m) Accession number
- n) Who invented Newark system.
- o) Renewal system.
- p) Methods of displaying journal.
- q) Library rules.
- r) Define publishes casing binding.

SECTION-B

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

- Q.2
- i) Discuss the KARDEX.
 - ii) Functions of maintenance section.
 - iii) Write down the various types of binding and its uses.

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- iv) Why stock rectification is necessary in the library.
- v) Name the different methods of circulation of books.
- vi) Benefits of weeding out of books.
- vii) Discuss the purpose of stock verification.
- viii) Discuss the classified arrangement of books on shelves.
- ix) Discuss the objectives and functions of acquisition section.
- x) Discuss the functions of reference section.
- xi) Discuss the merits and demerits of rangathan's three card system.
- xii) Discuss the charging and discharging procedure of Browne issue system.
- xiii) Discuss the procedures for registration of new member.
- xiv) Discuss the various rules of the library.
- xv) Discuss the various methods used for shelf arrangement.

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