





2. Write any three short notes from the following (each within 100 words)

4×3 = 12

- (a) Accession Register.
- (b) Library Planning Committee.
- (c) Library Rules and their component.
- (d) Binding.
- (e) Various factors of Book Selection.

3. Answer any three from the following questions (each within 250 words)

6×3 = 18

- (a) Explain the differences between collection development and book selection.
- (b) Write ten main or primary classes of DDC.
- (c) What is card catalogue and printed catalogue?
- (d) Describe the duties and responsibilities of a librarian in the library as well as in the society.
- (e) What is Bit-stream copying (backing up data) for digital preservation?
- (f) Write few lines on the stock verification procedures in your words.

4. Answer any four from the following questions (each within 400 words)

10×4 = 40

- (a) What is finance? Discuss the sources of fund for a library.
- (b) Whether classification and cataloguing is essential for a modern library? Discuss.
- (c) What is library building? Discuss the basic principles of library building design.
- (d) Library and information science as a profession – Discuss.
- (e) Why library committees are essential for a librarian? Discuss the power and functions of library Executive Committee.
- (f) Why weeding is essential for a library? But why weeding is not practised in libraries?
- (g) Why preservation and conservation is necessary? Discuss the preservation and conservation techniques for print media.