

## SAMPLE QUESTION PAPER

### Library Records (Theory )

### (438)

**Max. Marks 40**

**Time : 2:30 Hours**

*General Instructions:*

- (1) All questions are compulsory and carry marks as indicated against each questions.
- (2) Answer to questions carrying 1 mark should not exceed 30 words. 2 marks 60 words, 3 marks 100 words and 4 marks 150 words.

No.	QUESTIONS	Marks
1.	Define library records and list out their categories. Explain purpose and use of statistical Records.	4
2.	“Accession Record is key to know the stock of the library.” Justify this statement in view of accession records maintained by libraries.	4
3.	“Periodical Records maintained by libraries are always helpful to both library staff and users.” Justify this. Statement	4
4.	Why is the accession register called a permanent record of the library Explain.	3
5.	Why is ledger system for charging of books not suitable for University or College library?	3
6.	“Computerized charging system increases the use of books and number of members in libraries.” Justify this statement.	3
7.	Describe the distinctive features of Shelf List and Classified Catalogue	3
8.	Examine the difference between control type and Statistical type of records.	2
9.	Justify that shelf list is an important tool for stock verification in library.	2
10.	Explain the importance of maintaining records in periodical section.	2
11.	Name two broad categories of library records.	1
12.	Which type of records is “Book on Loan Record.”	1
13.	Which section does maintain authority file for Classification and Cataloging	1
14.	Define library catalogue.	1
15.	What is the standard size of library catalogue card	1
16.	Identify major difference between Catalogue Card and Shelf List.	1
17.	Which method of Periodical registration is appropriate for School Libraries?	1
18.	Name any two records maintained in Periodical section.	1
19.	Which section will you approach for becoming member of a library ?	1
20.	Day book system is used for .....	1