

# LIBRARY SYSTEM AND RESOURCE MANAGEMENT (747)

## SAMPLE QUESTION PAPER

### Class XII (2018-19)

Time: 3 Hours

Max. Marks: 60

#### General Instructions:

1. Question paper is divided into two sections: Section-A and Section- B.
2. **Section–A:**
  - i. Multiple choice question/Fill in the blanks/Direct Questions of 1 mark each. Answer any 10 questions out of the given 12 questions.
  - ii. Very Short Answer of 2 marks each. Answer any 5 questions from the given 7 questions.
  - iii. Short Answer of 3 marks each. Answer any 5 questions from the given 7 questions.
3. **Section–B:** Long/Essay type questions of 5 marks each. Answer any 5 questions from the given 7 questions.
4. All questions of a particular section must be attempted in the correct order.
5. Please check that this question paper contains 33 questions out of which 25 questions are to be attempted.
6. The maximum time allowed is 3 hrs.

#### Section – A

MCQ / Fill in the blanks / Direct Question

10 X = 10

#### Fill in the blanks

1. Budget is an estimate of \_\_\_\_\_ and \_\_\_\_\_ for the coming year
2. A Library Committee is responsible for \_\_\_\_\_.
3. Librarian must have \_\_\_\_\_ powers for controlling the day to day activities of the library
4. Planning a library building is a team work consisting of the \_\_\_\_\_, \_\_\_\_\_ and the \_\_\_\_\_
5. Users of the Academic Libraries are \_\_\_\_\_
6. Functions of Acquisition Section are :-
  - a) Selection, Ordering , Receiving and Accessioning
  - b) Selection, Ordering, Receiving and Issue/return
  - c) Selection, Ordering, Classification and Issue/return
  - d) None of the above

7. Academic Librarian can be divided into three broad categories
- a) School Librarian, College Librarian and University Librarian
  - b) School Library, Government Librarian, and Public Library
  - c) School Library, College Library and Public Library
  - d) None of the above
8. Five laws of Library Science is given by
- (a) Dr. S.R. Ranganathan
  - (b) Melvil Dewey
  - (c) C.A Cutter
  - (d) F.W. Drury
9. Weeding out refers to
- a) Acquired documents from other libraries
  - b) Remove unwanted documents from collection
  - c) Gifts documents to other Libraries
  - d) None of the above
10. Kardex system was introduced by \_\_\_\_\_
- a) American Library Association (ALA)
  - b) M/s Remington Rend Co.
  - c) Indian Library Association (ILA)
  - d) Dr. S.R. Ranganthan
11. What is the size of the book card in the Browne system of Issue/Return?
12. Time discrete unit of data in digital format is measured by \_\_\_\_\_

**Very Short Question –**

**5 X 2 = 10 MARKS**

**Answer any five questions**

- Q. 13. Write three advantages of Library Committee?
- Q. 14. How can you convert your Library into a Good Library?
- Q. 15. How much space will be required for making seating space for 20 graduate students and 10 faculty members in reading room of your Library?
- Q. 16. Write a short note on automated Acquisition system?
- Q. 17. Why weeding is required in the serial Section?
- Q. 18. List the four different information you will get from an Issue/Return system?
- Q. 19. Write five benefits of digitization?

**Short Questions****5 X 3=15marks****Answer any five questions**

- Q. 20. How you will protect your library collection from theft and Vandalism?
- Q.21. What is Governance? What are the guiding principles for effective library Governance?
- Q. 22. Write the different issues, which must be considered for making the best library building plan.
- Q. 23. Discuss the need and purpose of computer infrastructure? How your library will be benefitted from computerization?
- Q. 24. How the five laws of library science help in book selection? Discuss the demand theory of book selection?
- Q. 25. What kardex system? Write the different field of card of a Kardex System by drawing the skeleton/sketch?
- Q. 26. Write the objectives of Circulation Section? Write its functions? List the different Issue/Returns System?

**Section B****Long Question****5X5=25 Marks****Answer any five Questions**

- Q.27. Why space management is required in the library? What are the different areas in a library? Write the size of different rooms?
- Q.28 Discuss the selection criteria for documentary sources?
- Q.29 Explain the different methods of procuring serials
- Q.30 Explain the issue and return procedure in the Browne System? Write its advantages and disadvantages?
- Q.31 Explain the issue and return procedure in the Newark system? Write its advantages and disadvantages?
- Q.32 What is an inventory control in a library? Why it is followed in libraries?
- Q.33 What is Digitization? Write the steps involved in digitization? Why digital preservation is required?