

# Unit 1

## Long Questions

1. Define the term Library. What is the need of libraries in our school?
2. Libraries are important for all. Explain in your own words.
3. What role does a library play in our daily life?
4. Explain with suitable examples the objectives which a library is supposed to achieve.
5. Library is the heart of an Institution. Explain in your own words.
6. Library is a service Institution. Explain.
7. What is the importance of Library service in the personal system of education?
8. Discuss principles of scientific management and show their applicability in library management.
9. What is the purpose of processing Library material? What are major activities of the technical section of the library?
10. Write down different methods of circulation of books adopted by different Libraries?
11. Define Library Catalogue. Explain its need and importance.
12. Why do we need catalogues in a library? What is the need for classifying books?
13. Define College Library. Explain its need and importance.
14. What do you understand by term Cataloguing? Name different types of Catalogue codes.
15. What are the services provided by almost every library to its users?
16. List and explain the services which are directly related to the Library users.
17. What is the importance of library policy in running the library effectively?

## Short Questions

1. Define the term Library?
2. Which one do you prefer manual or computerized catalogue and why?

3. What do you understand by the term cataloguing?
4. Name different types of classification schemes?
5. What do you understand by the term open access?
6. What do you understand by term Accessioning?
7. Define Accession register?
8. Write book selection sources?
9. Define reference service?
10. Importance of cataloguing
11. Explain the term Collection development?
12. Infrastructure of school library.
13. Write the role of library advisory committee in administration of library.

## Unit 2

### Long Questions

1. What is Public library? Explain in detail.
2. Define Academic library. Discuss the services provided by it.
3. Explain in detail objectives and services provided by digital library.
4. How is public library different from Academic library?
5. Define special library. Explain the different services provided by it.
6. What is the difference between Academic and Special library?
7. What is a Reference book? Explain its different kinds.
8. What do you mean by text book? What are the essential qualities of a good text book?
9. What is the need and importance of school library? Discuss major hurdles in front of Indian school libraries?
10. How can a librarian encourage the students or users to visiting the library and exploring its resources?
11. Define Digital Library? What are the advantages of digital library?
12. What are different kinds of books? Explain in detail with examples.
13. What do you understand by the term reference books? Explain about few reference books in detail.

14. Do you think e-sources of information are better than printed sources? Give reasons for your answer.
15. What kind of infrastructure is required for setting up a school library?

### **Short Questions**

1. What are the different types of libraries?
2. Write short note on digital libraries.
3. What are the services provided by public library?
4. What is mobile library service?
5. Define extension service?
6. What do you mean by term orientation?
7. Differentiate between general and text books?
8. E-books
9. Role of internet in library.
10. Characteristics of reference book
11. Purpose of public library
12. Accession register
13. Inter library loan
14. Name different sources available in the library.
15. What are the different types in which the sources of information have been divided?
16. Explain secondary sources with example.
17. Differentiate between primary and secondary sources.
18. Explain e-sources of information.
19. What are the disadvantages of e-sources of information as compared to printed documents?
20. Write 5 laws of Library Science.