

CACEE

CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE EXAMINATION
February 2013

Paper-1 LIBRARY ORGANISATION AND MANAGEMENT

Time: Two hours

Max.marks: 80

1. Answer the following questions, each one in about 50 words.

(3x10=30)

- a) What are the functions of a maintenance section?
- b) Any three functions of a National library
- c) What are the types of cards used in three card system?
- d) List the five laws of library Science in the order
- e) Purpose of book plate
- f) What do you mean by Shelf List?
- g) Define academic library
- h) What is meant by standing order?
- i) Define special library
- j) What is the responsibility of the government to satisfy the second law of library science.

2. Write short notes on any FIVE of the following

(5x5=25)

- a) Enemies of libraries
- b) Functions of a maintenance section.
- c) Advantages of stock verification
- d) Library is a growing organism
- e) Library furniture
- f) Annual report
- g) Kerala state public libraries Act
- h) Types of library committees

3. Write an essay on any Two of the following

(12.5x2=25)

- a) Explain different types of charging systems used in libraries.
- b) Explain the major activities related to library movement in kerala
- c) Write an essay on the extension activities of a public library.

- 9 -