

CACEE

CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE EXAMINATION
April 2014

Paper-1 LIBRARY ORGANISATION AND MANAGEMENT

Time: Two hours

Max.marks: 90

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

(3x10=30)

- a. Differentiate accession number and call number
- b. What is the use of kardex?
- c. Define public library
- d. What do you mean by library authority?
- e. Purpose of book card?
- f. What is the concept of mobile library?
- g. What are the five laws of library science?
- h. Financial provisions of a public library
- i. What are the major functions of school libraries?
- j. Define special library

2. Write short notes on any SIX of the following

(5x6=30)

- a) Academic library
- b) Unesco public library manifesto.
- c) Services of a University library.
- d) Stock verification
- e) Preservation of books
- f) Library movement in Kerala
- g) Books are for use
- h) State central library

3. Write an essay on any Two of the following

(15x2=30)

- a) What is public library act? Discuss the salient features of kerala public libraries act.
- b) What is meant by circulation of books? Briefly explain the different charging systems in use.
- c) Write an essay on the extension activities of a public library.