

- 10) Renewal of issued materials is the function of
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|------------------------|------------------------|
| a) Circulation Section | b) Reference Section |
| c) Cataloguing Section | d) Acquisition Section |
- 11) Selection for human resources for an organization comes under
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|-----------------------------|------------------|
| a) Training and Development | b) Communication |
| c) Compensation | d) Staffing |
- 12) One of the following is NOT a technique for Job Analysis.
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|--------------|--------------|
| a) Voting | b) Checklist |
| c) Interview | d) Survey |
- 13) What is CCF?
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|------------------------------------|--------------------------------|
| a) Collection Cataloguing Function | b) ChecklistCorrect File |
| c) Common Classification Function | d) Common Communication Format |
- 14) What can be included in Labour Relation?
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|----------------|------------------------|
| a) Trade union | b) Disciplinary action |
| c) Transfer | d) Lay-offs |
- 15) Which one of the following is not Selection Aid
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|--------------------------|---------------------------|
| a) National Bibliography | b) Bibliographic database |
| c) Trade Bibliography | d) Multimedia |

Section – B

- 1) Define collection development
- 2) Define Financial Management .
- 3) What do you mean by Job Evaluation.
- 4) Explain User's Analysis.
- 5) What do you mean by Human Resources
- 6) Give the name of any two cataloguing tool

Section – C

- 1) Define Classification and also give the names of three classification schemes.
- 2) Describe Per Capita Method of Financial estimation.
- 3) Explain why financial management is important for any library.
- 4) State all the functions of Circulation section.
- 5) Explain GFR in detail

Section – D

- 1) Explain Cataloguing in detail with its functions
- 2) Define Stock Verification and also explain various methods of verification.
- 3) Explain any six selection criteria for documents in detail.
- 4) Define Budgeting and also explain about all three budgetary classification.