

**VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST****College with Potential for Excellence**

Residential & Autonomous – A Gurukula Institute of Life-Training  
 Re-accredited (3<sup>rd</sup> Cycle) with 'A' Grade (CGPA 3.59 out of 4.00) by NAAC  
 [Affiliated to Madurai Kamaraj University]

**B.A., B.Sc., B.Com. & B.Com.(CA) Degree (Semester) Examinations, November 2022****LIBRARY AND INFORMATION SCIENCE****CERTIFICATE COURSES**Time: **2 Hours**Max. Marks: **50****SECTION – A****Answer ALL Questions****(10 × 1 = 10)**

1. Given the meaning of word “**E-Document**”
2. Who is the **Father of Library Science**?
3. Define “**Library Classification**”.
4. Write a Note on **ISBN**.
5. What is the full form **OPAC**?
6. Given the meaning of word “**Reprography**”?
7. Write a note on “**RFID**”?
8. Explain a **Handbook** in simple terms.
9. Write a note on “**NDLI**”
10. Briefly Define “**Library Automation**”?

**SECTION – B****Answer ALL Questions****(4 × 5 = 20)**

- 11.a) Briefly explain the different types of **Dictionaries**.

**[OR]**

- b) Explain the importance of **Secondary Sources of information**.

- 12.a) What are the **Reference Books** available in the Academic Library?

**[OR]**

- b) Explain different **forms and register** followed in the library.

- 13.a) List the four types of **Reference Services**.

**[OR]**

- b) Explain the different methods of **Stock Verification**.

- 14.a) Describe the different types of **Encyclopedias**.

**[OR]**

- b) Define 'E- **Journal Consortia**'?

**SECTION – C****Answer any TWO Questions****(2 × 10 = 20)**

15. Explain the various functions and routine of **Academic Library system**?
16. State the **Five Law of Library Science**? Explain their implications in “**Save the Time of the Reader**”
17. List down the norms and standards of **book selection in Special Library**?

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