

The Dewey Decimal Classification divides human knowledge into

- (A) 10 basic categories.
- (B) 100 basic categories.
- (C) 1000 basic categories.
- (D) 10000 basic categories.

Answer: (A)

Call Number of a Book Means

- (A) Book Number
- (B) Class Number
- (C) Both (A) and (B) are true
- (D) None of the above

Answer: (C)

Accession Number means

- (A) Call Number of a book
- (B) Unique Number for a book inside a particular library.
- (C) Book Number
- (D) Class number

Answer: (B)

How many digits have in the ISSN

- (A) 10
- (B) 8
- (C) 13

(D) 15

Answer: (B)

Main use of Shelf list is

(A) Cataloging

(B) Circulation

(C) Stock Verification

(D) Book Selection

Answer: (C)

Posting the right person at the right place is called \_\_\_\_\_

(A) Recruitment

(B) Coaching

(C) Deployment

(D) Induction

Answer: (A)

TQM is a system of continuous improvement employing participative management and centered on needs of the \_\_\_\_\_

(A) Customers

(B) Staff

(C) Organization

(D) Government

Answer: (C)

Financial support given to libraries are of two types - Recurring and

- (A) Ad-hoc
- (B) Endowments
- (C) Annual
- (D) Non-recurring

Answer: (B)

Principle of maximum aggregate benefit is concerned with\_\_

- (A) Growth of library
- (B) Library use
- (C) Library service
- (D) Library fee

Answer: (C)

..... takes items of expenditure for libraries as the working data for allocation of funds.

- (A) Method of details
- (B) Per capita method
- (C) Principle of economy
- (D) Library budget

Answer: (D)

The library budget of a university is passed by the ?

- (A) Senate
- (B) Executive Council
- (C) Academic Council
- (D) Research Council

Answer: (B)

In fund accounting, \_\_\_\_\_ fund can not be used for other purposes.

- (A) Recurring
- (B) Non-recurring
- (C) Restricted
- (D) Encumbering

Answer: (A)

Scrutiny of financial transactions is called

- (A) Budgeting
- (B) Programming
- (C) Accounting
- (D) Auditing

Answer: (D)

What are the two parts of the annual report of the library

- (A) Primary and Secondary
- (B) Analytical and Systematic
- (C) Upper and Lower
- (D) Descriptive and Statistical

Answer: (D)

How many columns are there in the accession register?

- (A) 10

(B) 12

(C) 14

(D) 16

Answer: (C)

PPBS relates to

(A) Book selection

(B) Journal selection

(C) Budgeting

(D) Library records

Answer: (C)

Zero based budget is concerned with

(A) Present

(B) Past

(C) Future

(D) Remote future

Answer: (C)

Another term of PERT is

(A) CPM

(B) POSDCORB

(C) MBO

(D) HRM

Answer: (A)

POSDCORB is related to

- (A) Library cataloguing
- (B) Library reference service
- (C) Library administration
- (D) Library automation

Answer: (C)

A good library building is an outcome of librarian and.

- (A) Registrar
- (B) Building Corporation
- (C) Finance Officer
- (D) Architect

Answer: (D)

\_\_\_\_\_ are the storage areas for the various types of documents kept in a library.

- (A) Tasks .
- (B). Racks
- (C) Stacks
- (D) Desks

Answer: (C)

Study carrels are exclusive areas meant for

- (A) Students
- (B) Public
- (C) Women

(D) Researchers

Answer: (D)

Library catalogue cards are filed in specially designed drawers called

(A) Charging tray

(B) Catalogue cabinet

(C) Display rack .

(D) Filling equipment

Answer: (B)

Information Gatekeepers come under \_\_\_\_\_ sources.

(A) Documentary

(B) Human

(C) Institutional

(D) Neo-conventional

Answer: (A)

\_\_\_\_\_ is a legal document and can be used as a source of industrial information.

(A) Report

(B) Law Review

(C) Patent

(D) Specification

Answer: (D)

In Encyclopaedia Britannica, \_\_\_\_\_ acts as an index to macropaedia.

- (A) Bibliography
- (B) Introduction Part
- (C) Propaedia
- (D) Micropaedia

Answer: (D)

One of the book selection principles states that “the best reading for the largest number at the .....Cost.”

- (A) Maximum
- (B) Medium
- (C) Least
- (D) Zero

Answer: (C)

Payments for the books purchased can be made only after

- (A) Accessioning
- (B) Classification
- (C) Cataloguing
- (D) Arrangement in the shelves

Answer: (A)

The standard size of an accession register is ?

- (A) 15" x 13"
- (B) 16 x 13"
- (C) 12" x 5"
- (D) 5" x 3"



Answer: (B)

Technical section performs mainly two functions namely classification and

(A) Accessioning

(B) Bills payment

(C) Cataloguing

(D) Shelving

Answer: (C)

Getting books back from the users and releasing the borrower's ticket is known as

(A) Charging

(B) Holding

(C) Reserving

(D) Discharging

Answer: (D)

While entering the library, the personal belongings of a reader is kept in \_\_\_\_\_

(A) Cloak Room

(B) Property Counter

(C) Gate counter

(D) Store room

Answer: (B)

Books misplaced on the shelves by readers are restored. This work is referred to as.

(A) Shelving

(B) Stock verification

(C) Shelf rectification

(D) Shifting

Answer: (C)

Outdated and seldom used books are withdrawn from the library is known as \_\_\_\_\_.

(A) Shelving

(B) Weeding

(C) Circulating

(D) Guiding

Answer: (B)

The objective of library binding is \_\_\_\_\_ of the library materials.

(A) Proper organisation

(B) Accessibility.

(C) Durability

(D) Humidity control

Answer: (C)

All part and pages of a volume are correctly sequenced in the first stage of binding process known as?

(A) Sewing

(B) Guard

(C) Pulling

(D) Collation

Answer: (D)

Sheets before and after the text of a book are called \_\_\_\_\_.

- (A) End papers
- (B) Attach cover
- (C) Head bands
- (D) Gilding

Answer: (A)

Leather being used as one of the binding materials i.e., \_\_\_\_\_ is the strongest leather.

- (A) Roan
- (B) Imitation
- (C) Pig skin
- (D) Sheep skin

Answer: (D)

\_\_\_\_\_ has prescribed certain standards for library binding.

- (A) ILA
- (B) ALA
- (C) BLA
- (D) NBT

Answer: (B)

A skillful method of providing means mechanism and structural elements to streamline organizational work is known as \_\_\_\_\_

- (A) Strategic planning
- (B) Role analysis

(C) Work culture

(D) Autonomous planning

Answer: (A)

Calcutta Public Library was established during

(A) 15th Century

(B) 16th Century

(C) 19th Century

(D) 20th Century.

Answer: (C)

\_\_\_\_\_ budgeting does not take into account what happened in the past but emphasizes on current activities.

(A) Formula

(B) Performance

(C) Programme

(D) Zero-base

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Answer: (D)

\_\_\_\_\_ is one of the records of circulation section.

- (A) Accession Register
- (B) Day book
- (C) Catalogue Card
- (D) AACR-2 (R)

Answer: (A)

The marketing concepts in Library Service include

- (A) analysis, planning, implementation and control
- (B) advertising, planning, analysis and control
- (C) distribution, control, analysis, implementation

(D) indexing, planning, control and implementation.

Answer: (B)

There are a few basic factors which may be applied in winning the hearts of the readers. They are

(A) Psychological factor, environmental factor, social factor

(B) Self factor, psychological factor, service factor

(C) Service factor, philosophical factor, self factor

(D) Technological factor, service factor, self factor.

Answer: (D)

Jobschad