

# **CBSE Question Paper – 2010**

## **LIBRARY ADMINISTRATION AND MANAGEMENT**

### **(Theory) Paper I**

### **Class – XII**

**Time allowed: 3 hours**

**Maximum Marks: 70**

1. Describe and discuss the norms of budget allocation in school libraries.

OR

State and explain the major sources of library finance in a school.

2. What kind of binding will you suggest for text books and why?

OR

What kind of binding will you suggest for annual (year-books) and why?

3. What do you understand by 'Completion Work' in the Technical Section of a library?

OR

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**Other Educational Websites:**

[ICSEGuess.com](http://ICSEGuess.com) | [NIOSGuess.com](http://NIOSGuess.com) | [IGNOUGuess.com](http://IGNOUGuess.com) | [IITGuess.com](http://IITGuess.com) | [MagicSense.com](http://MagicSense.com) | [AIPMTGuess.com](http://AIPMTGuess.com) |  
[AIEEEGuess.com](http://AIEEEGuess.com) | [IndiaGuess.com](http://IndiaGuess.com)

What are the records that need to be kept in the Circulation Section of a public library? Explain.

4. Describe the daily routine of Maintenance Section of a large library.

OR

Describe the process of book-selection in a school library.

5. What are the implications of 'Book Loss Norms' in libraries, issued by the Government of India? Explain.

OR

What do you understand by follow-up work in stock verification? Discuss.

6. Describe and discuss the significance of statistics in library development proposals.

OR

What type of statistics needs to be maintained in the Reference section of a library? Give justification.

7. State and explain the duties of a School Librarian.

OR

Describe the duties of Library Attendants.

8. What is the importance of library rules in a school? Discuss.

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OR

Prepare a set of ideal rules for an open access library.

CBSE Guess.COM

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