

Higher Secondary (Vocational)
CLASS XII
Semester – IV
Jr. Assistant in Library Management (JALM)
FULL MARKS –30
Model Question Paper

Group – A **(15)**

1. (a) What are the types of library services?
(b) Describe three potential hazards to a library's operations or resources. (2+3)
2. (a) Define the term "hazard" in the context of workplace safety.
(b) Highlight the role of library reports in library management. (2+3)
3. (a) List any two types of information typically included in a library report.
(b) Distinguish between 'document delivery service' and 'interlibrary loan service.' (2+3)

Group – B **(15)**

4. Discuss various methods a library can use to inform its users about available services. (5)
5. Explain the process of preparing a brief report of library activities with an example. (5)
6. Explain the process of conducting a mock drill for fire safety in a library, emphasizing its importance. (5)