

**UNIVERSITY OF JOS  
FACULTY OF EDUCATION**

**DEPARTMENT OF SOCIAL SCIENCE EDUCATION**

**FIRST SEMESTER EXAMINATION 2018/2019 ACADEMIC SESSION**

**COURSE TITLE: LIBRARY ROUTINES AND READERS SERVICES**

**COURSE CODE: LIS 301**

**CREDIT UNIT: 2**

**TIME ALLOWED: 2 HOURS**

**INSTRUCTIONS: ANSWER ANY THREE (3) QUESTIONS.**

1. Describe five (5) systematic steps and actions you would take as soon as an order arrives the acquisition section in form of a parcel.
2. Discuss four (4) daily routines that take place in the circulation section of an ideal library.
3. What are the five(5) reasons why some library resources (books) are kept in restricted areas?
- 4(a) Define readers services.
- 4(b) Explain five (5) rules and regulations that are set in an ideal library.
- 5 Write short notes on the following:
  - (a) User education
  - (b) Over due notices
  - (c) Security of Library Materials
  - (d) Quick reference and research queries.