

Library and Information Science (079)
Marking Scheme (2017-18)

Q. No.	Answer/Key Point(s)	Marks
1.	Stack maintenance in any library is one of the most important functions as it helps the users of the library to locate the required books from their place on the shelves.	1
2.	If documents are not available, as they are borrowed by other members, the Circulation Section reserves the document required by the user and informs the user when it becomes available for circulation.	1
3.	The 19 th edition of DDC has three volumes: Volume 1: Introduction & Tables Volume 2: Schedules Volume 3: Relative Index	1
4.	The main purpose of the ISBD is to provide a standard form of bibliographic description that could be used to exchange records internationally.	1
5.	The class number of a document is an ordinal number representing the position of a class in scheme of classification and also the subject matter of the document. A book number is the ordinal number which fixes the position of a document in a library relative to other document belonging to the same class.	½ ½
6.	Referral Service.	1
7.	The purpose of reference services is to facilitate access to information.	1
8.	‘Value added’ information services are those services which have an added value to the original in order to make them more useful for the users.	1
9.	Cloud computing helps libraries to: <ul style="list-style-type: none"> • Share searchable library data; • Host websites; • Develop cloud based digital libraries/repositories. (any two)	½ ½
10.	An Institutional Repository is an electronic archive of the scientific and scholarly output of an institution, stored in a searchable digital format for later use.	1
11.	Passive information services are provided in response to the requests from the library users while Active information services are provided in anticipation of the needs of the library users.	½ ½
12.	Different Categories of Library Collection Core:-	1

	<p>i. Books - Includes Textbooks, Reference books, Rare books, Thesis, etc.</p> <p>ii. Serials – Includes newspapers, Journals, Annuals, Periodical etc.</p> <p>iii. E-resources: Includes e-journals, e-book, e-database, e-thesis, online resources</p> <p>iv. Audiovisual Material: Includes Film Strips, Video discs, video cassettes, etc.</p> <p>v. Microforms Materials: Includes slides, microfiche, etc.</p> <p>vi. Government and Institutional Publication: Includes Reports, Committee Reports, etc.</p> <p>vii. Miscellaneous Materials: Includes Globes, Charts, etc.</p> <p>(Any of three categories may be answered)</p>	<p>1</p> <p>1</p>
13.	<p>Objectives of user education are:</p> <p>i. Make aware of the location of the library, its resources, procedures and series.</p> <p>ii. Promote love for book and reading.</p> <p>iii. Provide basic skill for collecting information.</p> <p>iv. Make aware on the different information holding agencies.</p> <p>v. Make users skilled in information search Technique.</p> <p>vi. Make user aware of relative merit and demerit of reading and using various materials and reference tools.</p> <p>vii. Make use aware of information cycle, communication channels between authors and users.</p> <p>(Any of three objectives may be answered)</p>	<p>1</p> <p>1</p> <p>1</p>
14.	<p>Facet is a generic term used to denote the components of a basic subject.</p> <p>An isolate is any idea or idea complex to form a component of a subject, but not deemed singularly to be a subject.</p>	<p>1½</p> <p>1½</p>
15.	<p>The personality facet is the first facet in many subjects and it is often experienced that the other facet work as attributes of personality for its further subdivision.</p> <p>The personality is only recognizable by elimination. After separating out the manifestation of Time, Space, Energy and Matter in the subject the residue often turns out to be a Personality Facet.</p>	<p>1½</p> <p>1½</p>
16.	<p>Inspection: Inspection of documents, received from the suppliers, is undertaken to examine for any physical defects, such as, damaged covers or folded pages. If found damaged, it may be returned to the supplier.</p> <p>Stamping: Stamping of library identification on documents is done to stop theft and also to ensure that lost document may be removed to the library.</p>	<p>1½</p> <p>1½</p>

17.	<p>Users Approach to information:</p> <p>(i) Everyday Approach: Satisfy the daily information needs of users.</p> <p>(ii) Comprehensive or Exhaustive Approach: Facilitates a detailed study on the field of interest of users.</p> <p>(iii) Current Approach: It keeps users up-to-date and also helps researchers in avoiding duplication in research.</p>	1 1 1
18.	<p>Steps to deliver current Awareness Services:</p> <p>(i) Reviewing or Scanning of document regularly and focusing on a desired subject;</p> <p>(ii) Selecting information and recording individual documents; and</p> <p>(iii) Sending notification to the users about items of information of their interest.</p>	1 1 1
19.	<p>Application of ICT in Libraries is beneficial because it:</p> <p>(i) Facilitates effective control in Libraries over the collection, in house work flow and delivery of user series through Integrated Library Management System.</p> <p>(ii) Provides speedy, round the clock and easy access to information in digital formats to users.</p> <p>(iii) Enables remote and flexible access of information.</p> <p>(iv) Facilitates access to unlimited source of information.</p> <p>(Any of three points may be stated)</p>	1 1 1
20.	<p>The transaction of the circulation desk are time consuming, highly labour intensive and error prone.</p> <ul style="list-style-type: none"> • Automation improve the speed, efficiency and accuracy of the circulation transaction. • It facilitates to send notices for overdue books on an email or sms. • It facilitates to circulate late fee entry 	1 1 1
21.	<p>Open Source Software:</p> <p>Merits:</p> <ol style="list-style-type: none"> 1. Available free of cost 2. Can be downloaded with Source Code 3. Modification in Source Code is allowed. 4. Can be distributed without permission. <p>(Any of three points may be stated)</p> <p>Demerits:</p> <ol style="list-style-type: none"> 1. Not reliable 2. No dedicated support 3. Users must be well acquainted with the technology. 4. Less secured system. <p>(Any of three points may be stated)</p>	1½ 1½

	<p style="text-align: center;">Or</p> <p>Introduction/definition of Boolean Operators, “AND” “OR” “NOT”.</p> <p>a) If A,B two key words are connected with “OR” operator and made the string, then the search result would be all those records which have key word “A” or key word “ B”, any one of them and also those records which have both the key words “A” and“ B”.</p> <p>b) If the key words are connected with “AND” operator and made the string, the search result would be all those records which have key word “A” and key word “B” both. Other records will be not shown in the search result.</p> <p>c) If A, B two key words are connected with “NOT” operator and made the string, the search result would be all those records which have key word ‘A’ but not key word “B”. If the records have key word “A” and “B” both, then it will not be shown in the search result as ‘B’ is present in the record.</p>	<p style="text-align: right;">1</p> <p style="text-align: right;">1</p> <p style="text-align: right;">1</p>
22.	<p>Automation of library must be preferred because:</p> <ol style="list-style-type: none"> 1. It increases the operational efficiency 2. Improves the quality of library services 3. Facilitates wider access to information for users 4. Relieves professional staff from clerical/repetitive works 5. Facilitates wider dissemination of information products and services 6. Enables in resource sharing/library networks 7. Enables easy communication with other libraries and professionals <p>(Any six points may be stated)</p>	<p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p>
23.	<p>The selection criteria for documentary sources are as follows.</p> <ol style="list-style-type: none"> i. Authority: The expertise and affiliation of the author of writing should be assessed. ii. Accuracy: The content of the document should be accurate and authentic. iii. Scope: The treatment of the subject, topic or theme should be balanced and cover the extension and intension of the subject/topic. iv. Organization: Information in the document should be organized on the basis of same pre-established characteristics or logic. v. Format: Appropriate graphs, colour patterns sizes, etc. should be evaluated vi. Bibliographies: Supported by references in case of nonfiction book. vii. Users: Documents should have large user in the library viii. Vocabulary: Should be at par with the level of the user for whom it has been written. ix. Text book: The text book should cover the syllabus of the subject with accurate and authentic content. x. Fiction: In case a book is fiction, the author, title, style, theme, plot, setting character and reviews should be evaluated. xi. Multimedia: the document in audio, video animation, and multimedia should be evaluated on the basis of their format. xii. Digital Material: Criteria of the categories like, e-book should be 	<p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p> <p style="text-align: right;">$\frac{1}{2}$</p>

	evaluated on the basis of books etc. File formats, arrangement, hyperlinks and search engines, display format etc. should also be assessed.	½
24.	<p>(a) Stock verification is the systematic checking of the library's holdings to find out missing items.</p> <p>(b) The main advantages of stock verification are:</p> <ul style="list-style-type: none"> • It reveals the lost book. • It enables the librarian to replace the lost books which are essential for the library. <p>(c) Different methods of stock verification are:</p> <p>(i) Accession Number Approach: In this approach, the staff checks the books on shelves on the basis of accession number.</p> <p>(ii) Call Number Approach: In this approach books are checked on the basis of shelf list which is maintained by call Number.</p> <p>(iii) Information and Communication Technology Approach: In this approach, extensive help of technology is taken depending upon automation level and technology a particular library uses.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
25.	<p>Steps of classifying a book title 'Feeding of cattle in India' are as follows:</p> <p>Step 0: Raw title - Feeding of Cattle in India</p> <p>Step 1: Full title – Feeding of Cattle in India in Animal Husbandry.</p> <p>Step 2: Kernel title Feeding Cattle India Animal Husbandry.</p> <p>Step 3: Analyzed title – Feeding [MP] cattle [P] India [S] Animal Husbandry (BC)</p> <p>Step 4: Transformed title – Animal Husbandry (BC) Cattle [P] feeding [MP] India [S]</p> <p>Step 5: Title in standard form. Animal Husbandry (BC) cattle [P] feeding [MP] India [S]</p> <p>Step 6: Title Impact Numbers – if possible numbers can be given from CC or DDC.</p> <p>Step 7: Synthesized Number</p> <p>Step 8; Verification by reverse translation.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
26.	<p>Before shelving or issuing of newly acquired books the different steps should be followed:</p> <ul style="list-style-type: none"> ➤ Accessioning (i.e. Record Maintenance) ➤ Classification of Documents ➤ Assigning Call Number 	<p>1</p> <p>1</p>

	<ul style="list-style-type: none"> ➤ Cataloguing ➤ Physical Processing <ul style="list-style-type: none"> • Inspection, stamping & labeling • Due date slips • Plastic covers, laminates or cases to protect material • Pasting stripes or slips, Barcodes 	<p>1</p> <p>1</p> <p>½</p> <p>½</p> <p>½</p> <p>½</p>
27.	<p>Selective Dissemination of Information (SDI) is a highly personalized service. It is a method of supplying each user or a group of users with reference of documents or abstracts relating to their per-defined areas of interest selected from documents published recently/received during the period in question. It saves the user's effort and time of having to scan through a number of publications, and choose the documents of interest to him.</p> <p>Procedure to provide SDI services to user is:-</p> <ol style="list-style-type: none"> i. Preparation of 'User Profile' which comprises sent of 'Key Words', describe the subject of internist of the user in accordance with the key words that appear on the documents. ii. Preparation of 'Document Profile' which comprises set of keywords appears in the document. iii. Matching of information/documents with the profile of each user or group of users with the same interest <p style="text-align: center;">OR</p> <p>Uses of mobile application in Libraries are:</p> <ol style="list-style-type: none"> a. Mobile interface to library website. Mobile optimized library website homepage. b. Mobile interface to library catalogue c. Mobile reference service: Access to mobile interfaces of important reference sources like Encyclopedia Britannica. d. Downloadable e-books and audio books on mobile e. Mobile interfaces to e-journal and other databases f. SMS notification services: Circulation, SDI, CAS, SMS reference services etc. 	<p>1½</p> <p>1½</p> <p>1½</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
28.	<p>Libraries opt for open source library automation software instead of proprietary software because.</p> <ul style="list-style-type: none"> ➤ Source code is open ➤ Customization as per library need ➤ Available free of cost, normally ➤ Easy to share or transfer information among users. ➤ Advancement and modification readily available ➤ Regular assistance from the active casers, community members or developers. <p style="text-align: center;">OR</p> <p>In the process of performing various housekeeping tasks manually, the library staff faces the following problems as:</p> <ul style="list-style-type: none"> • The bibliographic description of a book is entered repeatedly for 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>

	performing different tasks like preparing list books to be purchased list of books, preparing purchased order, catalogues cards etc.	1
	<ul style="list-style-type: none">• Difficult to issue separate reminders for each defaulter.	1
	<ul style="list-style-type: none">• If the count of current titles of the periodical section is large, it become difficult to memorize various aspects like their periodicity, due date of delivery, due date of sending subscription and due date of sending reminders.	1
	<ul style="list-style-type: none">• It is also difficult to maintaining cataloguing/documentation support regularly.	1
	<ul style="list-style-type: none">• Additional library support requires adequate staff members.	1
	<ul style="list-style-type: none">• Providing additional services in various housekeeping sections like OPAC, CAS, SDI. etc	1

Library and Information Science- CODE NO. 079
CLASS XII

Blue Print

S. No.	Unit	(VSA) 1 Mark	(SA) 3 Marks	(LA) 6 Marks	Total	(%) Weightage
1.	Module 1: Library Management Unit 1A: Developing Document Collection and its Management Unit 1B: Human Resource Management Unit 2: Functions of different Sections of a Library	R-1 H-1	R-1 U-1	R-1 U-1	20	25%
2.	Module 2: Organization of Library Resources: Advanced Unit 1: Library Classification Unit 2: Library Cataloging Unit 3: Technical Processing of Documents	R-1 U-2 A-1	R-1 H-1 E-1	A-1 H-1	25	31.25%
3.	Module 3: Library & Information Services Unit 1: Library & Information Services: An Overview Unit 2: Library & Information Services: ICT Application	R-2 U-2 A-1	U-1 A-1 H-1	E-1	20	25%
4.	Module 4: Computer Application in Libraries: Advanced Unit 1: Use of Computer in Libraries Unit 2: Use of Web based Communication System		A-1 E-1 H-1	A-1	15	18.75%

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Question Paper Design (2017-18)

Blue Print

S. N o.	Typology of Questions	Very Short Answer	Short Answer	Long Answer	Total No. of Questions	Total Marks	% (Weightage)
1	Remembering	1,3,7,8	12,15	23	7	16	20%
2	Understanding	4,5,10,11	13,17	24	7	16	20%
3	Applications	6,9	19,20	25,28	6	20	25%
4	High order thinking skills	2	14,18,21	26	5	16	20%
5	Evaluation		16,22	27	3	12	15%
	Total	1x11=11	3x11=33	6x6=36	28	80	100%