SAMPLE QUESTION PAPER
LIBRARY AND INFORMATION SCIENCE (079)
CLASS-XII
2016-17

Duration: 3 hours   **M.M: 80**

<u>**General Instructions:**</u>

- **There are 28 general questions.**
- **Question nos. 1-11 are very short answer questions carrying 1 mark each. Answer to these questions should not exceed 40 words.**
- **Question nos. 12-22 are short answer questions carrying 3 marks each. Answer to these questions should be between 80-100 words.**
- **Question nos. 23-28 are long answer questions carrying 6 marks each. Answer to these questions should not exceed 200 words.**
- **All questions are compulsory. However, an internal choice has been provided in two questions of six marks. You have to attempt only one of the choices in such questions.**

Q.1.   What is Performance Appraisal?

Q.2.   State the purpose of stock verification.

Q.3.   What is the objective of stack maintenance?

Q.4.   What do you understand by Energy Facet?

Q.5.   Why are some class numbers of DDC kept in square bracket?

Q.6.   What is the purpose of 'Due Date Slip'?

Q.7.   What do you understand by "Value Added Information Services"?

Q.8.   What is the objective of Inter Library Loan?

Q.9.   Which software is needed to read an e-book in pdf form?

Q.10.   What do you mean by Electronic Books (e-books)?

Q.11.   Why do we need Unicode Compatible Library Automation Software?

Q.12.   What is meant by user education? List four objectives of user education.

Q.13.   What do you understand by Library Consortia?

Q.14.   Briefly describe the 'personality', the fundamental category of colon classification.

Q.15.   Write the schematic illustration of 2nd level of description described in AACR-2.

Q.16.   Why is technical processing of a book essential?

Q.17. What is Current Awareness Service? Briefly describes its categories?

Q.18. Describe the process of providing Selective Dissemination of Information Service (SDI).

Q.19. How is ICT application in Libraries beneficial?

Q.20. Write three advantages of Library Automation.

Q.21. Write three merits and three demerits of Open Source Software.

Q.22. Explain the Boolean operators and their impact while connecting two keywords 'India' and 'Sri Lanka'.

Q.23. Describe different methods of stock verification.

Or

Describe various preventive measures adopted by libraries for preservation of documents against environmental factors. (any six)

Q.24. Briefly describe different functions of Circulation Section.

Or

Briefly describe different functions of Periodical Section?

Q.25. Explain the role of tables in the DDC.

Q.26. Enumerate and explain different data formats of MARC-21.

Q.27. What kind of skills and competencies should a Library and Information professional possess?

Q.28. How does the Administrator manage SOUL Library Automation Software using its Administration module?

SCORING KEY
SAMPLE PAPER (LIBRARY AND INFORMATION SCIENCE)
CLASS- XII

Q. No.	Answer/Key Point(s)	Mark(s)
1.	Monitoring the performance of an employee.	1
2.	Systematic checking of the Library's holding to find out missing items	1
3.	To help the users of the library to locate the required books from their place on the shelves.	1
4.	A category of facets which characterize the exercise of energy, i.e. activities, operations, problems etc.	1
5.	To indicate that such a number is not in use.	1
6.	It aids the reader to determine when the document should be returned to the library.	1
7.	Services which have an addition of value into the original products of information to make them more useful for the users.	1
8.	To facilitate sharing of resources.	1
9.	PDF reader	1
10.	Digital publication of complete book consisting of text, graphics or both and readable on electronic devices like computers.	1
11.	It provides multilingual support for Indian and other foreign languages based on UNICODE.	1
12.	User education is a continuous process of educating the library user for effective utilization of library resources and its services. Objectives: i. To create an awareness about resources, procedures and services ii. To promote reading habits iii. To develop skills for collecting information iv. To create an awareness about different information holding agencies v. To create an awareness of merit and demerit of reading material (Any of the four correct objectives may be stated)	1 2
13.	Library Consortia: A group of libraries working together towards a common goal. Helps libraries to provide unlimited access to a wider variety of information sources. Facilitates co-opeartive acquisition	1 1 1
14.	Personality: Personality is the first facet in many subjects. It is recognized by the principle of Residue. Connecting symbol is Comma (,).	1 1 1
15.	Schematic illustration for 2nd level of description: Title proper [GMD]=parallel title: other title information/first statement of responsibility. – Edition statement/ first statement of responsibility relating to the edition. – Material (or type of Publication) specific details. – First place of Publication, etc. : first	3

3

		Publisher, etc, Date of Publication, etc. – Extent of item: other physical details: dimensions. – (title proper of series/ statement of responsibility relating to series, ISSN of series: numbering within the series. Title of sub-series, ISSN of sub-series; numbering within sub-series). – Note(s). – Standard number.	
16.		Technical processing is essential :	
		To make/prepare the document for use.	1
		To ensure easy access.	1
		To create permanent record of a document.	1
17.		CAS :	
		Dissemination of latest information to a specialist user to keep him/her up to date and well informed.	1
		Categories:	1
		i. CAS directed towards individuals or group of users.	1
		ii. CAS directed towards all users of the services.	
18.		Procedure to provide SDI Service in :	
		i) Preparation of 'User Profile' which comprises set of 'keywords', describe the subject of interest of the user in accordance with the keywords that appear on the documents.	1
		ii) Preparation of 'Document Profile' which comprises set of keywords that appear in the document.	1
		iii) Matching of information/documents with the profile of each user or group of users with the same interest.	1
19.		ICTs in Libraries:	
		i. Facilitates effective control in Libraries	1
		ii. Provides speedy and easy access to information	1
		iii. Enables remote and flexible access to customized information	1
		iv. Facilitates access to unlimited source.	
		(Any of the three correct points may be stated)	
20.		Advantages of Library Automation:	
		i. Improves the quality, speed and effectiveness of services.	1
		ii. Relieves professional staff from clerical work.	1
		iii. Makes it accessible to remote user.	1
		iv. Enables rapid communication with Librarian.	
		(Any of the three correct points may be stated)	
21.		Open Source Software:	
		Merits:	1.5
		i. Available free of cost	
		ii. Available with source code	
		iii. Allowed to modify source code	
		Demerits:	1.5
		i. Software may not be reliable	
		ii. No support from the developer	
		iii. Less secured system	
22.		Boolean operators:	
		AND OR NOT	
		India AND Sri Lanka- Result contains common to India and Sri Lanka	1
		India OR Sri Lanka- Result contains either of India or of Sri Lanka or in both	1
		India NOT Sri Lanka- Result contains India but not Sri Lanka	1

4

23		Methods of Stock Verification	
	(i)	Accession Number Approach: check the books on shelves on the basis of accession number. Verification is conducted by: -Accession Register -Using separate register with accession number -Preparing separate sheet containing accession number	3
	(ii)	Call Number Approach: books are checked on the basis of Shelf List	1
	(iii)	Information and Communication Technology Approach: • Barcode Technology: Using Data Collection Unit, meant for collecting data from barcode of books and library automation software • Radio Frequency Identification (RFID) Technology: Using Data Collection Unit, meant for collecting data from RFID tags and library automation software	2
		or	
	(i)	Protection from light: save from sunlight, powerful florescent electric light. Use coloured window screen, ultraviolet filter and LED bulbs	1
	(ii)	Temperature: temperature of the library should be maintained at around room temperature. 20^0C-25^0C. AC can be used.	1
	(iii)	Humidity: relative humidity 30% to 40%. Humidifiers/dehumidifiers	1
	(iv)	Ventilation: uncontrolled ventilation may disturb the temperature, relative humidity, pollution level inside library. Controlled ventilation.	1
	(v)	Pollution: air and sound pollution. Library site should be less polluted, if not possible, grow trees, herbs around the library. Sound proof mechanism to reduce noise.	1
	(vi)	Dust: library materials should be kept free from dust. Doors, windows, ventilator, etc, which allow passage of dust should be kept under check.	1
	(vii)	Photocopier: exposing pages of books to photocopying machine. Reduce the photocopying as much as possible.	
	(Any six)		
24	(i)	Registration of members	1
	(ii)	Lending of resources(issue-return)	1
	(iii)	Renewal of issued materials	1
	(iv)	Reservation of issued materials	1
	(v)	Charging of overdue fines	1
	(vi)	Lending and receiving books on ILL	1
	(vii)	Maintenance of records	
	(viii)	Maintenance of statistics	
	(ix)	Miscellaneous tasks	
	(Any six)		
		or	
	(i)	Selection of periodicals	1
	(ii)	Acquisition of periodicals	1
	(iii)	Receiving and recording of periodicals	1
	(iv)	Display of periodicals	1
	(v)	Shelving of periodicals	1

5

	(vi)	Indexing, abstracting and documentation of periodicals	1
	(vii)	Periodicals' circulation	
	(viii)	Administration of periodicals	
	(Any six)		
25	(i)	Table 1: Standard subdivisions	1
	(ii)	Table 2: Area-includes areas, regions, places in general	1
	(iii)	Table 3: Subdivisions of individual literature	1
	(iv)	Table 4: Subdivision of individual language	1
	(v)	Table 5: Racial, ethnic, national group	1
	(vi)	Table 6: Language	1
	(vii)	Table 7: Persons	
	(At least 6 tables)		
26	Data format of **MARC 21**		1 ½ each
	(i)	Bibliographic Data Format: contains format for encoding data elements needed to describe, retrieve and control various forms of bibliographic materials	
	(ii)	Holding Data Format: control format specification for encoding data elements pertinent to holding and location data for all forms of materials.	
	(iii)	Authority Data Format: contains format specification for encoding data elements that identify and control the content related to authority control.	
	(iv)	Classification Data Format: contains format specification for encoding data elements related to classification number and caption associated with.	
27	(i)	Personal skills: appropriate attitudes, values and personal traits. Analytical, creative, technical, flexible, reflective, ability of dealing with range of users, self-motivated, etc.	1 ½
	(ii)	Generic Skills: information literacy, communication, critical thinking, team work, ethic, social responsibility, problem solving and leadership.	1 ½
	(iii)	Professional skills: Disciplinary knowledge, knowledge of information resources, information access, technology and management, ability to provide quality information services. - Managing information organization - Managing information resources - Managing information Services - Applying Information tools and technology	3
28	(i)	SOUL Administration Module: Introduction	1 each
	(ii)	Grouping of users, based on policy	
	(iii)	Transactional rights over the systems	
	(iv)	Transaction level security to users	
	(v)	Various configuration settings, such as labels, e-mails, and other parameters related to software use	
	(vi)	Common master databases being used in modules.	