

COVER PAGE

Library system and Resource Management (747)

Marking Scheme

Class XII - 2018-19

Time: 3Hours

Total Marks: 60

General Instructions:

1. *Marking Scheme is divided into two sections: Section-A and Section- B.*
2. **Section–A:**
 - i. *Multiple choice question/Fill in the blanks/Direct Questions of 1 mark each. Answer any 10 questions out of the given 12 questions.*
 - ii. *Very Short Answer of 2 marks each. Answer any 5 questions from the given 7 questions.*
 - iii. *Short Answer of 3 marks each. Answer any 5 questions from the given 7 questions.*
3. **Section–B:***Long/Essay type questions of 5 marks each. Answer any 5 questions from the given 7 questions.*
4. *All questions of a particular section must be attempted in the correct order.*
5. *Please check that this question paper contains 33 questions out of which 25 questions are to be attempted.*
6. *The maximum time allowed is 3 hrs.*
7. *The marking scheme carries only suggested value points for the answers. These are only guidelines and do not constitute the complete answers. The students can have their own expression and if the expression is correct, the marks be awarded accordingly.*

Library system and Resource Management (747)**Marking Scheme
Class -XII, 2018-19****Time duration: 3 hrs.****Maximum Marks: 60****General instructions: Marks of each question is indicated against it**

Q. No.	Expected Answers	Marks
1.	Revenue and expenditure	$\frac{1}{2} + \frac{1}{2}$
2.	Policy making	1
3.	Autonomy	1
4.	Library Management Committee, the Librarian and the Architect	$\frac{1}{3} + \frac{1}{3} + \frac{1}{3}$
5.	Students, Teachers and Research scholars	1
6.	a) Selection, Ordering, Receiving and Accessioning	1
7.	a) School Librarian, College Librarian and University Librarian	1
8.	a) Dr. S. R. Ranganathan	1
9.	b) Remove unwanted documents from collection	1
10.	b) M/s Remington Rand Co.	1
11.	Size of the Book card 4"x2"	1
12.	Bits	1
13.	Answer should be based on following points Library Committee Advantages : i. Library work is distributed, so better decision can be expected ii. Unnecessary delay is avoided iii. Decisions regarding library functioning iv. Precious time of the executive authority is saved	$\frac{1}{2} +$ $\frac{1}{2} +$ $\frac{1}{2} +$ $\frac{1}{2}$
14.	Answer should be based on following points: Requisite issues for conversion of Library into Good Library (Any four) i. Require good library governance ii. Member of the Library Committee should be dynamic,	$\frac{1}{2} +$ $\frac{1}{2} +$

	<p>knowledgeable and Library oriented.</p> <p>iii. Dedicated staff</p> <p>iv. Long range plans</p> <p>v. Adequate budgets</p> <p>vi. Professional development opportunities</p> <p>vii. Resources and collection</p> <p>viii. Services</p>	<p>½ +</p> <p>½</p>
15.	<p>For one graduate student the space required is 35sq.ft</p> <p>Therefore, for 20 graduate student, the required space will be</p> $35 \times 20 = 700 \text{sq.ft}$ <p>For 1 faculty members the space required is 75sq.ft.</p> <p>Therefore, for 10 faculty members, the required space will be</p> $75 \times 10 = 750 \text{sq.ft.}$ <p>The total space required</p> $= 700 \text{sq.ft} + 750 \text{sq.ft.}$ $= 1450 \text{sq.ft.}$	<p>1</p> <p>1</p>
16.	<p>Answer should be based on following points:</p> <p>Automated Acquisition System</p> <p>“A system of man and machine developed for acquiring information sources for a library can be considered automated acquisition system”.</p> <p>If library and the suppliers both are able to manage their part of function online then Acquisition activities may be performed online. Ordering, payment, accessioning are being managed online with the help of ICT.</p>	<p>1</p> <p>1</p>
17.	<p>Answer should be based on following points(Any four)</p> <p>Weeding is required due to</p> <p>i. Deteriorating physical condition</p> <p>ii. In complete back runs</p> <p>iii. Unused or infrequently used</p> <p>iv. Availability in alternate format</p> <p>v. Availability in Neighbouring libraries</p> <p>vi. Collection policies of the library</p>	<p>½ +</p> <p>½ +</p> <p>½ +</p> <p>½</p>
18.	<p>Information we will get from an Issue/Return system</p> <p>i. Who has borrowed a particular document</p> <p>ii. Which and how many documents subject wise have been</p>	<p>½ +</p>

	borrowed on any date?	½ +
	iii. Which books are due on any date?	½ +
	iv. How many books were returned on any date?	½
19.	<p>Benefits of digitisation</p> <p>i. Provides access to the collections and reduces handling of originals.</p> <p>ii. Value addition to the collection by providing functionalities like zooming, searching etc</p> <p>iii. It facilitates access to unlimited number of users simultaneously</p> <p>iv. Enhance the use of collection</p> <p>v. It helps in preservation</p>	1 1
	Short Questions	
20.	<p>Answer should be based on following points</p> <p>Method to protect library collection from theft and vandalism –</p> <p>i. Manual-</p> <ul style="list-style-type: none"> • Control/guard at entrance and exit of library • No material goes out of the library without being issued • Monitoring and maintaining communication with theft reporting agencies. <p>ii. Electronic –</p> <ul style="list-style-type: none"> • Library materials should contain security device for detection. • Closed Circuit Television (CCTV) system must be used to identify the persons 	1 ½ 1 ½
21.	<p>Governance</p> <p>Governance is a set of policies, roles and responsibilities set up by the board to direct the organisation/ Institution/ Department, that identifies how a board will conduct business, how power will be divided and delegated and what process will be set up to achieve accountability.</p> <p>Guiding Principle (Any four)</p> <ul style="list-style-type: none"> • Build a solid governance • Make sure it works • Know what it is that you need to achieve 	1 ½ + ½ + ½ + ½

	<ul style="list-style-type: none"> • Know where and how to get the resources you need • Support the library's mission and purpose • Perform an annual review of the mission 	
22.	<p>Answer should be based on following points (Any six)</p> <p>Issues for best library building plan:</p> <ul style="list-style-type: none"> • Plan should be based on simplicity, efficiency, economy and flexibility • Provision of material lighting and proper ventilation • Free from the danger of the fire though adjacent building • Provision for future expansion • Building should be centrally located • Must have a seating capacity for the anticipated increase in the student /users • Wellconnected through a public road. 	<p>½ + ½ + ½ + ½ + ½</p>
23.	<p>Computer Infrastructure (Any three)</p> <p>Need and purpose</p> <ul style="list-style-type: none"> • Self survival in the new environment • Speeding up the operation • Accuracy and Reliability • Budget saving • Automatic statistics generation <p>Benefits from computerization (any three points)</p> <ul style="list-style-type: none"> • Improved customer service • Cataloguing improvement • Easier access • Better organised collections • Lasting effects 	<p>1 ½</p> <p>1 ½</p>
24.	<p>Answer should be based on following points</p> <p>Five laws of library science in book selection</p> <p>i“Books are for use” says that only those books should be selected which could be used in the library</p> <p>ii Second law “Every reader his/her book” say that user need should be addressed.</p>	<p>2</p>

	<p>iii Third law “Every book its Reader” say that only those books should be selected and Procured which has existing or potential demand.</p> <p>iv Fourth law “Save the time of Reader “guides for visualization for anticipatory demand and accordingly selection of the books.</p> <p>v Fifth law “Library is a growing organism” says that book selection and acquisition should be a continuous process.</p> <p>According to Demand theory, demand for books should be differentiated according to its values variety and volumes.</p>	1																																				
25.	<p>Answer should be based on following points</p> <p>Kardex system</p> <p>Kardex system, introduced by M/s Remington Rend Co. of India, is used for maintaining details of periodicals. Each steel cabinet contains 504 card holders and each card holder can hold 2 cards i e bottom card and top card.</p> <p>Bottom card contains name and frequency of the periodical.</p> <p>Top card contains following information:</p> <ul style="list-style-type: none"> - Payment made to the vender - Reminder sent to the vendors - Bound volumes in the library - Special supplement information <p>Bottom card (Skeleton</p> <table border="1" data-bbox="347 1364 1251 1592"> <tr> <td>W</td> <td>F</td> <td>M</td> <td>BM</td> <td>Q</td> <td>HY</td> <td>Y</td> <td>IRR</td> <td></td> </tr> <tr> <td>Year</td> <td>Vol</td> <td>Jan</td> <td>Feb</td> <td>March</td> <td>April</td> <td>.....</td> <td>....</td> <td>Dec.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Title of the periodical</p>	W	F	M	BM	Q	HY	Y	IRR		Year	Vol	Jan	Feb	March	April	Dec.																			1 1
W	F	M	BM	Q	HY	Y	IRR																															
Year	Vol	Jan	Feb	March	April	Dec.																														

Top Card												
Title			Language			Class No.						
Vendor			Order No			Date						
Publisher			Periodicity									
Subscription				Remarks		Reminders						
BR No.	Amount	Vol .	Year				1 st Reminder		2 nd Reminder			
						V	N	Dt	V	N	Dt	
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Binder's Title												
Holdings												
Vol. Year												
From to	From to											
		Sup	Ind									
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26.	<p>Answer should be based on following points</p> <p>Circulation Section</p> <p>Objectives</p> <ul style="list-style-type: none"> • Maximum utilization of the library materials • Develop a suitable circulation system for the users • Develop a system for generation and maintenance of records <p>Functions</p> <ul style="list-style-type: none"> • Registration of members • Issues/return of library materials • Control process like renewals, recalls etc • Maintaining circulation records <p>Different Issue/Return system</p>										1	
												1
												1

	<ul style="list-style-type: none"> • Ledger system or register system • Dummy system • Browne system • Newark system • Computerized system 	
	Section B	
27.	<p>Answer should be based on following points</p> <p>Space management</p> <p>Space management is required to make provision of facilities that will be adequate for effective service. It is also required to make efficient accommodations of materials, readers and staff.</p> <p>Different areas of a Library are</p> <ul style="list-style-type: none"> • Circulation area • Reader activity area • Study activity area • Other area which includes: Librarians room Space for library staff Seminar room <p>Size of rooms</p> <p>Stack room: length . 1.80 plus 3.15 meter Width: 3m or 5m or 8m or 10m Close to each of the longitudinal walls</p> <p>Reading Room : Length: 1.5n where n is the no. of rows of reading tables Width: 5m or 7.5m or 10m (on the basic of no. tables each 2m long plus central gangway 2 m. wide)</p> <p>Librarian Room: 30m sq Classifier cataloguer 9m sq. Similarly size of other room may be written</p>	<p>1</p> <p>2</p> <p>2</p>
28.	Answer should be based on following points	

	<p>Documentary Source</p> <p>Selection criteria (Discuss any five)</p> <ul style="list-style-type: none"> • Authority (Authenticity) • Accuracy • Scope • Organization • Format(graphics) • Users • Textbook • Multimedia • Digital material 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
29.	<p>Answer should be based on following points</p> <p>Different methods of procuring Serials are :</p> <ol style="list-style-type: none"> i. Subscription: A subscription is defined as the arrangement by which, in return for a sum paid in advance, a periodical, newspaper or other serial is provided for a specified number of issues or specified period of time. ii. Membership: A serial subscription may also be obtained through membership of a society, association or organization. iii. Gifts: Libraries may get serials as gifts. These may be solicited and unsolicited gifts. iv. Deposit: libraries may receive serials under legal deposit like under the delivery of Books Act 1954. v. Exchange: A library may get a journal published by other institution in exchange for a journal published by its own parent institution. 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
30.	<p>Answer should be based on following points</p> <p>Browne System</p> <p>Issue procedure</p> <ul style="list-style-type: none"> • Book(s) with barrower's ticket (s) are presented by the user to the circulation staff for issue • Circulation staff, after identification of the user, takes the book card out of the book pocket and inserts into the borrower's 	<p>1 ½</p>

	<p>ticket/pocket.</p> <ul style="list-style-type: none"> The due date is stamped on the due date slip pasted on the back or front of the flyleaf of the book and the issued book is handed over to the user. <p>Return procedure</p> <ul style="list-style-type: none"> When the book is presented of the circulation counter for return, the due date is ascertained from the due date slip. The book card with reader's ticket is taken out from the charging tray. The due date is cancelled on the due date slip and the borrower's ticket is returned to the reader. If the book is returned after the due date, overdue amount is computed and the borrower's ticket is returned only after the receipt for the overdue charge is presented <p>Advantages (any two)</p> <ul style="list-style-type: none"> It is very simple and takes very little time It is very economical in terms of time and effort Reservation and recall can be carried out promptly No signature is required <p>Disadvantages (any two)</p> <ul style="list-style-type: none"> No permanent issue record is available Difficult to know how many books have been issued to a reader to any time In case of loss of ticket, misuse is possible If a wrong book card is slipped in a borrower's ticket it will be difficult to verify. 	<p>1 ½</p> <p>1</p> <p>1</p>
<p>31.</p>	<p>Answer should be based on following points</p> <p>Newark System</p> <p>Issue procedure</p> <ul style="list-style-type: none"> Book(s) with borrower's card are presented by the user at the circulation counter The due date is stamped on the date slip of the book by the circulation staff 	<p>1 ½</p>

	<ul style="list-style-type: none"> • Similarly the due date is stamped on the book card taken out of the book pocket and borrower's card • The borrower's number is written opposite the date in the book card and filed behind the concerned date guide card • The borrower's card and the book are returned to the user. <p>Return Procedure</p> <ul style="list-style-type: none"> • When book with borrower's card are presented for return, date of return is stamped on the borrower's card for cancelling the issue for the book. Then borrower's card is returned to the user. • The book card is taken out from the filing tray and placed in the book pocket • If the book is returned after the due date the fine is computed and collected. The date of return is stamped only after the fine is paid. <p>Advantages (any two)</p> <ul style="list-style-type: none"> • There is a permanent record of the number and types of books issued to the reader • Possible to know at any time, where a given book is, to whom it is charged and when it is due. • Danger of lost is minimum • The record of the number of times a book has been circulated is available <p>Disadvantages (any two)</p> <ul style="list-style-type: none"> • The issue/return procedures are time consuming • During rush hour, there is possibility of inaccurate entries, especially the borrower's membership number. 	<p>1 ½</p> <p>1</p> <p>1</p>
32.	<p>Answer should be based on following points</p> <p>Inventory control</p> <p>It is the process for ascertaining the physical availability of collections which have been procured and recorded in the stock register. In libraries, inventory control or stock verification or stock taking involves checking the library collection on the shelves against the catalogue records. Inventory control is followed in the library due to following reasons:</p>	<p>1</p>

	<p>(Any four)</p> <p>I. To maintain accountability and transparency: The staff is accountable for each and every thing procured or bought in the library. Stock verification helps in maintaining accountability and transparency and highlighting the losses and damages suffered by the library</p> <p>II. To maintain accuracy of the catalogue records: Inventory control helps in finding about the lost books. Accordingly, the catalogue can be updated. If it is not updated, the discrepancies or gaps between the library's actual holdings and catalogue records occur.</p> <p>III. To evaluate the condition of materials on the shelves: Inventory control also helps in revealing the physical condition of the items. The items may be damaged, mutilated. As per condition, the item is repaired or removed.</p> <p>IV. To evaluate the quality of the cataloguing record: The inventory control process may bring to light the errors in the catalogue records of items held by the library.</p> <p>V. To analyze the strengths and weaknesses of the Library collection: Inventory control highlights the subjects areas or disciplines in which library has rich, strong collection and areas in which collection needs to be strengthened.</p> <p>VI. To find out and assess the efficiency of the security system of the Library: Inventory control brings to the fore the lost items for which the system has no information otherwise. It also helps in assessing and evaluating the efficiency of the security system deployed in libraries.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>
33.	<p>Answer should be based on following points</p> <p>Digitization</p> <p>Digitization is the conversion of analogy information to digital form.</p> <p>Steps involved in Digitization: (Six Steps)</p> <ul style="list-style-type: none"> • Decision making • Getting administrative and financial approval for funds • Selection of collections 	<p>1</p> <p>3</p>

	<ul style="list-style-type: none">• Getting equipment – scanners, computers etc.• Transcribing, marking up, indexing• Creating metadata• Quality control• Processing images• Mounting it on the web• Preserving and maintaining archival material <p>Digital preservation: It is the management and maintenance of digital object, which has information in digital form so that they can be accessed and used by further generations. Digital information is fragile in nature and is vulnerable to loss because of technological obsolescence, media deprecation, backing up date. Refreshing, migration and emulation.</p> <p>Therefore, Digital preservation is required.</p>	1
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