

CBSE | DEPARTMENT OF SKILL EDUCATION

Library & Information Science (SUBJECT CODE 836)

Marking Scheme of Sample Question Paper for Class XII

(Session 2020-2021)

Max. Time: 3 Hours

Max. Marks: 70

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains 18 questions.
 - ii. A candidate has to do 11 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	b) Language (sound)	1
ii.	c) Both (a) and (b)	1
iii.	a) It increases individual's energy and activity	1
iv.	c) CTRL+A	1
v.	a) An equal to (=) sign	1
vi.	b) United Nation Environment Programme	1

Q. 2	Answer any 7 out of the given 8 questions (1 x 7= 7 marks)	
i	b) Newspapers, Journals, periodicals etc.	1
ii	c) Books, Readers and Library staff	1
iii	a) Radio Frequency Identification	1
iv	a) The International Federation of Library Associations and Institutions	1
v	b) Weeding	1
vi	a) Stock verification	1
vii	b) Circulation Section	1
viii	b) Notes field	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i	a) Acquisition Section	1
ii	a) Library Classification	1
iii	a) Personality, Matter, Energy, Space and Times	1
iv	b) Alien PenumbraUmbralPenumbra Alien	1
v	b) 3	1
vi	a) 1979	1
vii	b) International standard Bibliographic Description	1

Q. 4	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i	d) All of the above	1
ii	b) 3	1
iii	b) Active information Services	1
iv	a) Inter Library Loan	1
v	b) Hans Peter Luhn	1
vi	a) Online Public Access Catalogue	1
vii	c) Digital book	1

Q. 5	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i	b) Database	1
ii	c) Cloud Computing	1
iii	a) Web casting	1
iv	d) All of the above	1
v	a) INFLIBNET	1
vi	b) Open Source Software	1
vii	b) Operating System Software	1

Q. 6	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i	d) Backup and restoration	1
ii	a) Information about the library	1
iii	a) Discussion and promotion of Library Services	1
iv	c) Technological barrier	1
v	b) Mass Communication	1
vi	c) Library extension services	1
vii	b) Latin	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 7	<p>AnsAct of conveying meanings from one entity or group to another through the use of mutually understood signs, symbols and semiotic rules.</p> <p>Two types of communication are :</p> <p>i) Verbal ii) Non verbal</p>	1 1
Q. 8	<p>Answer:</p> <p>Four steps to Active Listening:</p> <p>a) CONTACT b) ABSORB</p> <p>c) REFLECTIVE FEEDBACK d) CONFIRM</p>	1 1
Q. 9	<p>Answer:</p> <p>Features of self-motivation are</p> <p>a) It increases individual’s energy and activity</p> <p>b) It directs an individual towards specific goals.</p> <p>c) It results in initiation and persistence of specific activities.</p> <p>d) It affects cognitive processes and learning, strategies used for completing similar task.</p>	1 1
Q. 10	<p>Answer:</p> <p>Common personality disorders are:</p> <p>a) Paranoid b) Antisocial</p> <p>c) Schizoid d) Borderline</p> <p>e) Narcissistic f) Avoidant</p> <p>g) Dependent h) Obsessive</p>	1 1
Q. 11	<p>Answer:</p> <p>Common fears seen in entrepreneurs are:</p> <p>a) Fear of failure</p> <p>b) Fear of the unknown</p> <p>c) Fear of not being an expert</p> <p>d) Fear of risk taking</p> <p>e) Fear of being pushed into uncomfortable situation</p>	1 1

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

<p>Q. 12</p>	<p>Answer: Stock verification is the process of systematic checking the holdings of the library to find out the missing items.</p> <p>Methods</p> <ol style="list-style-type: none"> 1. Accession Number 2. Call number 	<p>1</p> <p>1</p>
<p>Q. 13</p>	<p>Answer : Personality : The connecting symbol is Comma(,) Matter : The connecting symbol is semi-colon (;) Energy : The connecting symbol is colon (:) Space : The connecting symbol is Dot (.)</p>	<p>2</p>
<p>Q. 14</p>	<p>Answer:</p> <p>An information service provided in response to an expressed demand by the user is called a Responsive or on demand information service.</p> <p>An information service provided for anticipating a user's needs is called an anticipatory information service.</p>	<p>1</p> <p>1</p>
<p>Q. 15</p>	<p>Answer: Communication process in a simple model including the elements are</p> <div style="text-align: center;"> <p>Message</p> <p>Source/ Communicator $\xrightarrow{\hspace{2cm}}$ Audience/ Receiver</p> <p>Channel</p> </div> <p>In this process one who communicate is known as source or communicator, to whom communicated is known as audience or receiver and what is communicated is known as message. One more factor is to be mentioned here is media or channel.</p>	<p>1</p> <p>1</p>
<p>Q. 16</p>	<p>Answer: Intrapersonal Communication is such a communication in which an individual communicate with oneself. Here the source and receiver both are the same person.</p> <p>Inter –personal communication is such a communication which takes place between or more persons. It could be face to face or in the case of physical distance between the participants.</p>	<p>1</p> <p>1</p>
<p>Q. 17</p>	<p>Answer: Application software is designed to perform a particular task or a group of tasks to satisfy the needs of a particular environment. They are created by analyzing the environment and the need of a particular system.</p> <p>For example, a Library Automation Software (LAS) is a customized application software for managing day to day functions of a library and its management. Libsys,</p>	<p>1</p> <p>1</p>

KOHA, etc are application software. MS Word is also an application Software.

Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)

<p>Q. 18</p>	<p>Answer:</p> <table border="1"> <thead> <tr> <th data-bbox="252 286 536 365">Basic for Comparison</th> <th data-bbox="536 286 967 365">Job Analysis</th> <th data-bbox="967 286 1343 365">Job Evaluation</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 365 536 551">Meaning</td> <td data-bbox="536 365 967 551">Job analysis is a careful study of each and every aspect of a particular job.</td> <td data-bbox="967 365 1343 551">Job Evaluation is an attempt of assessing the relative utility of a particular job in an organisation.</td> </tr> <tr> <td data-bbox="252 551 536 622">Nature of Process</td> <td data-bbox="536 551 967 622">Comprehensive</td> <td data-bbox="967 551 1343 622">Comparative</td> </tr> <tr> <td data-bbox="252 622 536 734">Objective</td> <td data-bbox="536 622 967 734">To develop the present methods and techniques of doing a job.</td> <td data-bbox="967 622 1343 734">To determine a fair wage of a job.</td> </tr> <tr> <td data-bbox="252 734 536 846">Techniques</td> <td data-bbox="536 734 967 846">Questionnaire, Checklist, Interview, Surveys etc.</td> <td data-bbox="967 734 1343 846">Non-analytical system and analytical system.</td> </tr> <tr> <td data-bbox="252 846 536 1032">Advantage</td> <td data-bbox="536 846 967 1032">Recruitment & Selection, Performance Appraisal, Compensation etc.</td> <td data-bbox="967 846 1343 1032">Helps in removing inequalities in the wage system, making a comparative analysis of each job etc.</td> </tr> </tbody> </table>	Basic for Comparison	Job Analysis	Job Evaluation	Meaning	Job analysis is a careful study of each and every aspect of a particular job.	Job Evaluation is an attempt of assessing the relative utility of a particular job in an organisation.	Nature of Process	Comprehensive	Comparative	Objective	To develop the present methods and techniques of doing a job.	To determine a fair wage of a job.	Techniques	Questionnaire, Checklist, Interview, Surveys etc.	Non-analytical system and analytical system.	Advantage	Recruitment & Selection, Performance Appraisal, Compensation etc.	Helps in removing inequalities in the wage system, making a comparative analysis of each job etc.	<p>1 1 1 1</p>
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<p>Q. 19</p>	<p>Answer: The call number of a document consists of three parts (i) Classification Number/Class Number (ii) Book Number (iii) Collection Number Therefore, we can say Call Number = Class Number + Book Number + Collection Number The class number of a document is an ordinal number representing the position of a class in a scheme of classification used in a library and also represents 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 the other documents belonging to the same class. The collection number is a symbol denoting any special characteristics (size, physical form, or class of users, and so on.) of a group of books, with which the books may be separately located.</p>	<p>1 1 1/2 1/2</p>																		
<p>Q. 20</p>	<p>Answer: Two categories of Current Awareness Services are: a. CAS directed towards individuals or group of users: This type of CAS includes communication of information to individuals or groups through informal</p>																			

	<p>conversation or by telephone or mobile phone; through electronic messages (SMS), messages sent on notification form, selective dissemination of information (SDI), selective dissemination of documents, routing of documents (periodicals), etc.</p> <p>b. CAS directed towards all users of the services: This includes accession lists (new arrivals), bibliographies, indexing and abstracting services, literature surveys, bibliographic surveys, table of contents of periodicals, etc. The end products are current awareness bulletins which may include all the above elements.</p>	<p>1 +1/2</p> <p>1 +1/2</p>
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Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

<p>Q. 21</p>	<p>Briefly explain the mode of acquisition of Information Sources in the Library? Answer: Mode of Acquisition</p> <p>The method of acquisition of information sources is popularly known as 'mode of acquisition'. Traditionally, the three modes of acquisition are Purchase, Gift and Exchange.</p> <p>i. Purchase</p> <p>After selection process, the selected materials can be purchased directly from the publishers or their agents, distributors or any vendors depending upon the policy of the library.</p> <p>ii. Gift</p> <p>Non-commercial organizations, educational institutions and people who have strong affinity with the libraries from time to time donate their collection or information materials to libraries. Occasionally an author may also gift a personal copy of his/her book to the library. Therefore, gifting is also one of the established methods of acquiring materials.</p> <p>iii. Exchange</p> <p>The library may acquire materials, especially the publications of other institutions in exchange of its own publications.</p> <p>iv. Online Acquisition</p> <p>Online acquisition method is more suitable for digital materials. In this process, a library can download material from the publishers' or vendors' portal and make payment online.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>
<p>Q. 22</p>	<p>Discuss the steps for translating the title of the document to appropriate Class Number in Library Classification? Answer: The steps in Library Classification are:</p> <p>Step 0: Write down the Raw Title (= Title as found in the document).</p> <p>Step 1: Full title (= Title expressing each of the relevant basic and isolate ideas in</p>	

	<p>the subject of the document, arrived at by filling up all the ellipses in the Raw title).</p> <p>Step 2: Kernel Title (= Full title except the auxiliary or apparatus words and each composite term denotes a composite idea replaced by the fundamental constituent terms, which denote its fundamental constituent ideas).</p> <p>Step 3: Analysed title (= Kernel Title with each kernel term marked by a symbol, which denotes the fundamental category of which the ideas denoted by the term is a manifestation and also the round and the level to which it is assigned in conformity to the postulates of classification).</p> <p>Step 4 : Transformed Title (=Analytical title with the kernel terms rearranged according to the symbols of analysis attached to them).</p> <p>Step 5: Title in standard terms (=Transformed title with the Kernal terms replaced, wherever necessary by their respective equivalents as given in the appropriate schedules).</p> <p>Step 6: Title in Facet Numbers (= Title in standard terms with the kernel terms replaced by their equivalent numbers)..</p> <p>Step 7: Class number (got by removing the symbols of analysis and inserting the appropriate connecting symbols between the facet numbers in accordance with the Rules).</p> <p>Step 8: Translate the synthesized class number into natural language by way of verification. In this step, carry out facet analysis of the Class Number, giving a digit by digit interpretation and verifying the correctness of the number.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
<p>Q. 23</p>	<p>Briefly explain the Selective Dissemination of Information Services (SDI)?</p> <p>Answer:</p> <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 references of documents or abstracts relating to their pre-defined areas of interest selected from documents published recently/received during the period in question.</p> <p>This service saves the user the effort and time of having to scan through a number of publications, and to choose the documents of interest to him. The basic concept behind SDI is the matching of information/documents with the profile of each user or group of users with same interest.</p> <p>A user profile and document profile are two important components of the SDI service. Then the matching items are brought to the attention of the user. The same activity can be performed effectively with the help of a computer.</p> <p>During the process of SDI, the `user profile' which comprises of a set of `key words'</p>	<p>1</p> <p>1</p> <p>1</p>

made available free of cost, but the source code of such software remains closed. We have a number of Library automation software in this category. For example, LIBSYS, VIRTUA, TRUDAN, etc.

(ii) Open Source Software

The Open Source Software (OSS) is a software for which source code is open. The users are granted license to use, study, modify and further redistribute it. Such software is usually the product of collective efforts of the professionals to provide free and also the right of customization as per need of the user.

There are a number of open source Library automation software available and being used worldwide. For example, KOHA, New Gen Lib, ABCD, etc, are a few open source LAS available worldwide.

Here, we are going to discuss KOHA, which is one of the popular and worldwide used open source LAS.

2