

CBSE | DEPARTMENT OF SKILL EDUCATION

LIBRARY & INFORMATION SCIENCE (SUBJECT CODE 836)

CLASS XII (SESSION 2021-2022)

BLUE PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 1½ hours

Max. Marks: 35

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-IV	2
2	Self-Management Skills-IV	2
3	Information and Communication Technology Skills-IV	2
TOTAL QUESTIONS		6 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1 x 5 = 5 marks

PART B - SUBJECT SPECIFIC SKILLS (25 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)	
1	Library Management	15	
	Unit -1A: Collection Development and its Management		4
	Unit -1: B: Human Resource Management (HRM)		3
	Unit -1:C: Financial Management		3
	Unit -2: Functions of different Sections of a Library.	5	
2	Organization of Library Resources: Advanced	15	
	Unit -1: Library Classification (Theory)		8
	Unit -2: Library Cataloguing (Theory)	7	
TOTAL QUESTIONS		30 Questions	
NO. OF QUESTIONS TO BE ANSWERED		Any 25 Questions	
TOTAL MARKS		1 x 25 = 25marks	

PART C – COMPETENCY BASED (5 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Library Management	4
2	Organization of Library Resources: Advanced	3
TOTAL QUESTIONS		7 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1 x 5 = 5marks

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Max. Time Allowed: 1½ hours

Max. Marks: 35

General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 25 marks and has 30 questions on Subject specific Skills.
5. Section C is of 05 marks and has 07 Competency based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills

(1 x 5 = 5 marks)

1.	Which of the following is not an example of nonverbal communication? a) Gestures b) Language (sound) c) Body Language d) Sign Language	1
2.	Which one of the following is not a discrete step for Active Listening? a) Contact b) Absorb c) Confirm d) Trust	1
3.	Self- motivation is important because_____. a) It increases individuals energy and activity b) It decreases individuals energy and activity c) It increases the negativity d) It decreases energy	1
4.	Which of the following shortcut keys is used to select the entire worksheet? a) CTRL+X b) CTRL +S c) CTRL+A d) CTRL + C	1

5.	A formula in calc always starts with a) An equal to (=) sign b) An operator (+) sign c) A parenthesis d) Greater than (>) sign	1
6.	Which one of the following is not a source of motivation and inspiration? (a) Music b) Books c) Activities d) Sleeping	1

SECTION B

Answer any 25 questions out of the given 30 questions

(1 x 25 = 25 marks)

7.	The guiding factor of collection development is _____ (a) User's information needs (b) Resources available in the market (c) Location of the Library (d) Library Staff	1
8.	The main components of collection development policy are _____ (a) Acquisition policies and selection policies (b) Resource sharing and weeding (c) User's analysis and resource sharing (d) Weeding old documents	1
9.	Shelving work of libraries is assigned to _____ (a) Senior library professional (b) Middle level library staff (c) Lower grade library staff (d) Users of the Library	1
10.	Rule _____ of General Financial Rules of Govt. of India provides the guidelines regarding the stock verification of library books. (a) Rule 141 of GFR (b) Rule 194 of GFR (c) Rule 156 of GFR (d) Rule 171 of GFR	1
11.	Job analysis is a process for determining the _____. (a) Employee development (b) Job requirement (c) Staffing (d) Job Description	1
12.	Job Description is the output of ____ (a) Employee Maintenance (b) Job Analysis (c) Staffing (d) Job requirement	

13.	_____ is the process of assessing the type of staff needed to accomplish organizational goals. (a) Job requirement (b) Human resource management (c) Human resource planning (d) Employee development	1
14.	The budgetary expenditure can be classified by Classification by character, Classification by object and _____. (a) Classification by Document (b) Classification by Staff (c) Classification by Department (d) Classification by Reader	1
15.	Which one of the following process may not be adopted to prepare library budget? (a) Comparison with past expenditure (b) By budgeting in accordance with the work program (c) By using widely accepted standards and norms (d) Number of Staff in the Library	1
16.	A budget is an estimate of _____ for the coming year. (a) Revenue (b) Expenditure (c) Revenue and Expenditure (d) Collection Development	1
17.	Selection of books is done by _____. (a) Acquisition section (b) Reference section (c) Circulation section (d) Periodical Section	1
18.	Which one of the following is not the selection criterion for documentary sources? (a) Authority (b) Accuracy (c) Scope (d) Staff	1
19.	The mode (s) of acquisition of information sources is/are _____. (a) Purchase (b) Gift (c) Exchange (d) Purchase, Gift and Exchange	1
20.	CCF is the abbreviation of _____. (a) Common catalogue format (b) Common communication format (c) Classified catalogue format (d) Common Classification Format	
21.	The connecting symbol of facet "matter" is _____. (a) Comma (,) (b) Semi colon (;) (c) Colon (:) (d) Dot(.)	1

22.	The connecting symbol of facet "Energy" is _____. (a) Comma (,) (b) Semi colon (;) (c) Dot (.) (d) Colon (:)	1
23.	Find out the energy facet from the title "Feeding of cattle in India"? (a) Feeding (b) Cattle (c) India (d) Animal Husbandry	1
24.	Elements of call number are _____. (a) Class number and Book Number only (b) Book number and Collection Number only (c) Class number, Book Number and Collection number (d) Class Number and Collection Number only	1
25.	Book number is constituted from _____. (a) Author's name (b) Title (c) Publisher (d) Place of Publication	1
26.	The Collection number of oversize documents is represented by _____. (a) Underline Book Number (b) Over line Book Number (c) OB (d) TB	
27.	The purpose of call number is to provide _____ for an item acquired by the library. (a) Address (b) Ownership (c) Bibliographical details (d) Name of Publisher	1
28.	The catalogue of a library enables a person to find a book, of which _____. (a) The author is known (b) The title is known (c) Both Author and Title are Known (d) Publisher is known	1
29.	S L S H is the abbreviation of _____. (a) Sears list of subject heading (b) Subject of library science heading (c) School of library science heading (d) Sears Library subject heading	1
30.	The shared personal authorship is described under the _____ of AACR 2R. (a) Rule 21.6 (b) Rule 21. 1B (c) Rule 21.29 (d) Rule 21.2	1

31.	L C S H is the abbreviation of (a) Library classification subject heading (b) Library of congress subject heading (c) Library of classification scheme heading (d) Library of congress science heading	1
32.	The principles that guide the indexers in the choice and rendering of subject heading in S L S H are _____. (a) Specific entry and Common usage (b) Common usage and Uniformity (c) Specific entry and Uniformity (d) Specific entry, Common usage and Uniformity	1
33.	The 5XX block of the MARC 21 bibliographic format includes _____. (a) Title field (b) Notes field (c) Subject field (d) Author field	1
34.	The leader section of a MARC Record has fixed length in a string of _____. (a) 12 characters (b) 23 characters (c) 24 characters (d) 21 characters	1
35.	The books which are not useful in the library may need to be _____. (a) Weeded Out (b) Keep at separate place (c) Sold out (d) Left as it is	1
36.	The checking of library's holdings for finding out missing items in the collection is called _____. (a) Weeding out (b) Stock verification (c) Cataloguing (d) Shelf list	1

SECTION C

COMPETENCY BASED QUESTIONS

Answer any 5 questions out of the given 7 questions

(1 x 5 = 5 marks)

37.	According to Rule 194 of GFR of Government of India, the Complete Physical verification of books should be done every year in case of Libraries having not more than _____. (a) 5000 volumes (b) 10000 volumes (c) 15000 volumes (d) 20000 volumes	1
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38.	According to Rule 194 of GFR of Government of India, _____ are considered as reasonable loss. (a) 5 Volumes per 1000 volumes of books consulted (b) 3 Volumes per 1000 volumes of books consulted (c) 5 Volumes per 2000 volumes of books consulted (d) 3 Volumes per 1000 volumes of books consulted	1
39.	The size of the card in one card system, being used in recording of periodicals, is____. (a) 5" ×3" (b) 6" ×4" (c) 6"×3" (d) 5" ×4"	1
40.	If Institution A provides their publication to Institution B . Similarly Institution B provides their publication to Institution A . Then this method of acquisition of resources is called__ (a) Acquisition by subscription (b) Acquisition by Gift (c) Acquisition as a member (d) Acquisition by exchange	1
41.	S L S H was first published in the year _____ (a) 1923 (b) 1922 (c) 1921 (d) 1924	1
42.	You have to catalogue a book in the Koha Library software. You will enter the title and subtitle of the book in the following bibliographical format block. (a) 1XX (b) 2XX (c) 3XX (d) 4XX	1
43.	The Directory of a MARC record has ____numeric character (a) 24 (b) 18 (c) 12 (d) 16	