CBSE – DEPARTMENT OF SKILL EDUCATION

Library & Information Science (SUBJECT CODE 836)

Sample Question Paper

Class XII (Session 2019–2020)

Time: 3 Hours   **Max. Marks: 70**

General Instructions:

1. *This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.*
2. ***Part A: Employability Skills (10 Marks)***
   i. *Answer any 4 questions out of the given 6 questions of 1 mark each.*
   ii. *Answer any 3 questions out of the given 5 questions of 2 marks each.*
3. ***Part B: Subject Skills (60 Marks):***
   i. *Answer any 10 questions out of the given 12 questions of 1 mark each.*
   ii. *Answer any 7 questions from the given 9 questions of 2 marks each.*
   iii. *Answer any 7 questions from the given 9 questions of 3 marks each.*
   iv. *Answer any 3 questions from the given 5 questions of 5 marks each.*
4. ***This question paper contains 46 questions out of which 34 questions are to be answered.***
5. *All questions of a particular part/section must be attempted in the correct order.*
6. *The maximum time allowed is 3 hrs.*

PART A: EMPLOYABILITY SKILLS (10 MARKS)

Answer any 4 questions out of the given 6 questions of 1 mark each:

1.	Identify the following- The process of creating a non –fiction text about current or recent news, items of general interest or specific topic is called a)Writing skills b)Paragraph writing c)Article writing d)None of these	**(1)**
2.	It contains icons for the most commonly used commands- a)Menu bar b)Standard bar c)Formatting bar d)Title bar	**(1)**
3.	This personality disorder is marked by an overreliance on other people to meet one's emotional and physical needs- a)Dependent b) Obsessive c) Avoidant d)Borderline	**(1)**
4.	Who oversee green activities in their organization? a) Energy auditors b) Wind energy engineers c) Solar energy engineers d) Chief sustainability officers	**(1)**
5.	Define 'Entrepreneurship'.	**(1)**

6.	This is not the sources of motivation and inspiration- a) Books b) Gossip c) Dreaming big d) Music	(1)

Answer any 3 questions out of the given 5 questions of 2 marks each:

7.	Give two points difference between listening and hearing.	(2)
8.	Write four steps to insert a text box in a slide.	(2)
9.	Tell two traits of each extraversion and agreeableness personality.	(2)
10.	List four green jobs in building and construction field.	(2)
11.	Give one example each of trading & services and also give its reason.	(2)

PART B: SUBJECT SKILLS (60 MARKS)

Answer any 10 questions out of the given 12 questions:

12.	RFID stands for a) Radio Frequency Identification b) Radio Frequency Identity c) Radio Frequency Index d) Rapid frequency Identification	(1)
13.	Job Analysis is the process for determining the _____	(1)
14.	A budget is an estimate of revenue and _____ for the coming year	(1)
15.	MARC Stands for a) Machine Readable Catalogue b) Machine Readable Classification c) Machine Reference Classification d) Machine Reference Catalogue	(1)
16.	Call Number consists of a) Class Number b) Book Number c) Collection Number d) Class Number, Book Number and Collection Number	(1)
17.	Five fundamental categories are a) Personality, Man, Energy, Space and Time b) Person , Matter, Energy, Space and Time c) Personality, Matter, Energy, Space and Time d) Person, Man, Energy, space and Time	(1)

18.	Three sections of a MARC record are the leader, the directory and the _____	(1)
19.	SDI stands for _____	(1)
20.	What is web casting?	(1)
21.	What is Bulletin board?	(1)
22.	Software is a set of _____, meant to perform a well defined function.	(1)
23.	OPAC stands for_____	(1)

Answer any 7 questions out of the given 9 questions of 2 marks each:

24.	What is Stock Verification? Name two different methods for Stock Verification?	(2)
25.	What is job evaluation? Write two advantages of job evaluation?	(2)
26.	What is Collection Number? Give two examples for collection number	(2)
27.	Explain the Directory Section of a MARC Record?	(2)
28.	Differentiate between Ready reference query and Long range reference query?	(2)
29.	Write two advantages of web resources over traditional print resources?	(2)
30.	Write two differences between proprietary software and open source software?	(2)
31.	What is twitter and how it works?	(2)
32.	How message is transmitted / communicated from Source to Receiver?	(2)

Answer any 7 questions out of the given 9 questions of 3 marks each:

33.	Explain three selection aids required to develop collection in the library?	(3)
34.	Write three differences between job analysis and job evaluation?	(3)

35.	Write the description/block name of different bibliographic format blocks in MARC format (i.e. from Oxx to 9xx).	**(3)**
36.	Briefly explain the principles that guide the indexers in the choice and rendering of Subject Heading in SLSH?	**(3)**
37.	Write the process of systematic way to deliver a Current awareness service?	**(3)**
38.	What is Current Awareness Service (CAS)? Write the name of two categories of CAS?	**(3)**
39.	Discuss the three different categories of database with examples?	**(3)**
40.	What is Linked in? Write three features of it?	**(3)**
41.	List the different types of communication? Differentiate between Intrapersonal and Inter-personal communication?	**(3)**

Answer any 3 questions out of the given 5 questions of 5 marks each:

42.	Explain the method of financial estimation?	**(5)**
43.	Discuss the steps involved in translating the title of the document in an appropriate Class Number?	**(5)**
44.	Write briefly on six different reference service usually performed in a library?	**(5)**
45.	What is KOHA? Write about software requirements for installing and running KOHA? Write four features of KOHA?	**(5)**
46.	Explain the different barriers of communications under the category of human factors?	**(5)**