CBSE DEPARTMENT OF SKILL EDUCATION

Library and Information Science (SUBJECT CODE -836)

**Marking Scheme of Sample Question Paper for Class XII
(Session 2023-24)**

Max Time: 3 Hours   Max Mark:60

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. No.	QUESTION	Source Material (NCERT/PSSCIVE /CBSE Study Material	Unit/ Ch. No.	Marks
Q.1) Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)				
i.	Answer: (a) People have an inflated sense of their own importance.	Employability Skills	2	1
ii.	Answer: (b) Open office Impress	Employability Skills	2	1
iii.	Answer: (c) Specific	Employability Skills	3	1
iv.	Answer: (b) Industrial Entrepreneur	Employability Skills	3	1
v.	Answer: (d) Columns	Employability Skills	4	1
vi.	Answer: (c) Entrepreneurship	Employability Skills	4	1
Q.2) Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)				
i.	Answer: (b) Providing access to library resources	Library Management	Unit 1 A	1
ii.	Answer: (C) ILM	Library Management	Unit 1 A	1
iii.	Answer: (C) Circulation	Library Management	Unit 1 A	1
iv.	Answer: (d) Library collection development policy	Library Management	Unit 1 A	1
v.	Answer: (a) International Standard Book Number	Library Management	Unit 1C	1
vi.	Answer:	Library Management	Unit 1 C	1
vii.	Answer: (d) 13	Library Management	Unit 1C	1
Q.3) Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)				
i.	Answer: (c) LCC	Organization of Library Resources	Chapter 2 Unit 1	1
ii.	Answer: MARC – Machine Readable Cataloguing	Organization of Library Resources	Chapter 2 Unit 1	1
iii.	Answer: (c) Stock Verification	Organization of Library Resources	Chapter 2 Unit 1	1
iv.	Answer: (a) 10	Organization of Library Resources	Chapter 2 Unit 1	1

v.	Answer: Systematic process of physically checking and organizing library materials	Organization of Library Resources	Chapter 2 Unit 1	1
vi.	Answer: Two parts (the heading and description)	Library & Information Services	Chapter 3 Unit 1	1
vii.	Answer: Dewey Decimal Classification	Library & Information Services	Chapter 3 Unit 1	1

Q.4) Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

i.	Answer: (d) Special Library	Library & Information Services	Chapter 3 Unit 1	1
ii.	Answer: Online Public Access Catalog	Library & Information Services	Chapter 3 Unit 1	1
iii.	Answer: (d) To provide assistance and guidance to library users	Library & Information Services	Chapter 3 Unit 1	1
iv.	Answer: Responsive services or services on demand, and (ii) Anticipatory services	Library & Information Services	Chapter 3 Unit 2	1
v.	Answer: (d) Preparation of library services	Library & Information Services	Chapter 3 Unit 2	1
vi.	Answer: Literature search service	Library & Information Services	Chapter 3 Unit 2	1

Q.5) Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

i.	Answer: World Wide Web	Computer Application in Libraries	Chapter 4 Unit 1	1
ii.	Answer: Portal	Computer Application in Libraries	Chapter 4 Unit 1	1
iii.	Answer: e-Granthalaya	Computer Application in Libraries	Chapter 4 Unit 1	1
iv.	Answer: N-LIST National Library and Information services Infrastructure for Scholarly Content	Computer Application in Libraries	Chapter 4 Unit 1	1
v.	Answer: Current Awareness Service	Computer Application in Libraries	Chapter 4 Unit 1	1
vi.	Answer: Encyclopedia.com	Computer Application in Libraries	Chapter 4 Unit 1	1

Q.6) Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)

i.	Answer: Latin Language	Computer Application in Libraries	Chapter 4 Unit 1	1
ii.	Answer: Audience/ Receiver	Communication Skills	Chapter 5 Unit 1	1
iii.	Answer: Active Listening	Communication Skills	Chapter 5	1
iv.	Answer: Verbal Communication	Communication Skills	Chapter 5	1
v.	Answer: (a) Easy	Communication Skills	Chapter 5	1
vi.	Answer: Empathy	Communication Skills	Chapter 5	1

SECTION-B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks) Answer eachquestion in 20 – 30 words.				
Q.No.	QUESTION	Source Material (NCERT/PSSCIVE /CBSE Study Material)	Unit/ Chap. No.	
Q.7	**Answer**: Extraversion, Neuroticism, Agreeableness, Conscientiousness	Employability Skills	2	2
Q.8	**Answer**: Steps to overcome personality disorders • Talk to someone. Most often, it helps to share your feelings. • Look after your physical health. A healthy body can help you maintain a healthy mind. • Build confidence in your ability to handle difficult situations. • Engage in hobbies, such as music, dance and painting. These have a therapeutic effect. • Stay positive by choosing words like 'challenges' instead of 'problems.	Employability Skills	2	2
Q.9	**Answer:** 1. Open the spreadsheet 2. Select the data to protect 3. Enable Protection 4. Specify protection options 5. Apply OK button 6.Test the protection	Employability Skills	2	2
Q.10	**Answer**: 1. Resilience: Successful entrepreneurs have the ability to bounce back from	Employability Skills	4	2

	failures and setbacks. 2. Adaptability: They are open to new ideas and embrace innovations. 3. Visionary thinking: They have strong vision for their business and clear sense for their goals. 4. Strong work ethics: Ready to pay long hours.			
Q.11	**Answer**: 1. Environmental Barriers: Lack of adequate resources or raw material • Non-availability of skilled labour • Lack of requisite machinery and other infrastructure • Unavailability of monetary resources on time. 2. No or faulty business plan 3. Personal barriers: How long will the business last? How much profit will it make? Will my customers like my product? 4. Self-doubt It is easy to get discouraged when something goes wrong in a business. One start doubting oneself and may even feel like giving up	Employability Skills	4	2
Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)				
Q.12	**Answer**: 1. Relevance: User's need collection, collection and development policy is a crucial factor. 2. Alignment: Striving for alignment to build collections of the target audience. 3. Credibility: Ensuring the quality of material is an important factor. Considering the overall production standards of the material.	Library Management	Chapter 1 Unit 1 A	2
Q.13	**Answer**: 1. Selection: Factors to be considered such as relevance, quality, and users demand etc. Criteria may be	Organization of Library Resources	Chapter 2 Unit 1	2

	based on collection development policy, user's feedback, subject expertise and available resources. 2. Ordering: This involves generating purchase orders, interaction with vendors, negotiation, and delivery in time and other requirements. 3. Budgeting and Financial Management: It helps track and allocate funds for acquisitions and may include features to monitor expenditures and planning for future acquisitions. 4. Receiving and processing: It includes assigning unique identifiers such as barcode, initiate cataloging and classification processes.			
Q.14	**Answer**: The LAS is needed for managing library in computerized environment. The maintenance of library records and provision of lists (catalogues) and notices involve considerable manual efforts and time. There are a number of routines works which are repetitive in nature. With the help of LAS, these functions can be performed easily, efficiently, and effectively with less time consumption.	Library & InformationServices	Chapter 3 Unit 1	2
Q.15	**Answer**: An E- Book Reader is also known as electronic book reader. It is a portable electronic device designed for reading digital electronic or e-books. It provides access to read vast collection in various formats. It has user friendly navigation and book-marking features which allows readers to save their progress.	Library & InformationServices	Chapter 3 Unit 2	2
Q.16	**Answer**: Interpersonal Communication skills are the	Communication Skills	Chapter 5 Unit 1	2

	qualities and behaviors of a person exhibit while interacting with other people. Qualities may be considered in terms of body language and attitude towards others. It helps in decision making and problem solving. It will increase in Job satisfaction because of stronger relationships with your colleagues. The different types of interpersonal communication skill are: (i) Verbal Communication (ii) Active listening (iii) Body language (iv) Openness (v) Negotiation skills (vi) Decision making and problem-solving skills			

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

Q.17	**Answer:** The selection criteria for documentary sources are as follows: (i) Authority (Authenticity): The expertise and affiliation of the author regarding the subject of writing should be assessed. (ii) Accuracy: The content of the document should be accurate and authentic. Wrong or misleading information can be disastrous in any documents. (iii) Scope: The treatment to the subject, topic or theme of the document should be evaluated and correlated to the users of the library. The content should be balance in covering the extension and intension of the subject, topic or the theme of the book. In case of some shortage or limitation in the content, it should be mentioned in the preface of the document. (iv) Organization: Information in the document should have been organised on the basis of some established characteristics or logic. Name of	Library Management	Chapter 1 Unit 2	3

		the chapters should reveal the purpose of the document. The consistency in writing and developing from general to specific topic make the reading interesting and easy in understanding. In the case of non-fiction book, an exhaustive index is expected. (v) Format (Graphics): The graphics illustrations are common in the documents dealing with technical data. In this case, appropriate graph, colour pattern, size should be evaluated.			
Q.18	**Answer**: 1 Selection and Evaluation of the scheme: The first step is to use a suitable classification scheme such as DDC, UDC, CCC. 2. Determination of main class or broad class subject categories 3. Sub division of main class. 4. Assigning call numbers. 5.Cataloging and shelf placement 6.Periodic review and maintenance Explanation as follows: - Step 0: Write down the Raw Title (= Title as found in the document). Step 1: Full title (= Title expressing each of the relevant basic and isolate ideas. Step 2: Kernel Title (= Full title except the auxiliary or apparatus words. Step 3: Analysed title (= Kernel Title with each kernel term marked by a symbol Step 4: Transformed Title (=Analytical title) Step 5: Title in standard terms Step 6: Title in Facet Numbers Step 7: Class number Step 8: Analyses of the class	Organization Of Library Resources	Chapter 2 Unit-1	3

		number			
Q.19	**Answer**: The LAS is needed for managing library in computerized environment. The maintenance of library records and provision of lists (catalogues) and notices involve considerable manual efforts and time. There are a number of routines works which are repetitive in nature. With the help of LAS, these functions can be performed easily, efficiently, and effectively with less time consumption. The need of library automation software can realize as follows: (i) To provide efficient and accurate services, (ii) To reduce duplication of work, save the time of library staff and increase their productivity, (iii) To quick and easy update, edit and information retrieval. (iv) To control the rapid growth of information, To save the time of the reader/user, (vi) To utilize the library resources efficiently and effectively, (vii) To prepare library catalogues, (viii) To provide OPAC, (ix) To prepare various records of library such as circulation records, accession register, etc. (x) To create different statistical reports (xi) To make statistical analyses (xii) To compare with records of previous year to enhance efficiency of the library (xiii) To provide current awareness services and selected dissemination of information (xiv) Stock verifications, etc	Computer Application in Libraries	Unit-3	3

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q.20	**Answer**: MARC – Machine – Readable Cataloging) is a standardized format used for the representation and exchange of bibliographic and related information in machine –	Library Management	Chapter 1 Unit-1	4

	readable form. The structure consists of specific fields, sub fields, and indicators that provide structured data element. Overview: (i) Leader: It's a fixed length field that provides information about the record itself. (ii) Control fields: It contains specific data elements without any subfields. (iii) Variable fields: It contains bibliographic information. (iv) Control fields: It is used for specific purpose such as record identifiers. (v) Data fields: It indicates additional information about the content.			
Q.21	**Answer**: Here are four common selection aids which are used in the process: - 1. Bibliographies: Search functionality: Users can search for specific items, authors, or topics across various databases and catalogs. 2. Access to full-text documents: Many bibliographic services provide access to full-text documents. 3. Citation management: Users can manage their citations. 4. Alerts and updates: Users can set up alerts. 5. Interlibrary loan: Many bibliographic services offer interlibrary loan services.	Library Management	Chapter 1 Unit 1A	4
Q.22	**(A) Answer**: Difference between Ready Reference and Long-Range Reference Services Ranganathan's basic contribution, however, lies in drawing a line of demarcation	Organization of Library Resources	Chapter 2 Unit 1	4

	between the Ready Reference Services and the Long-Range Reference Services which otherwise seems quite indefinite and elusive. He has recognised their distinguishing features, and the basic difference between the two lies in respect of the following points: (a) The time involved (b) The material used and (c) The nature of information sought It is the general practice to classify queries into quick or ready reference and long-range reference queries. A quick reference query is one, the answer to which can be found readily in a directory, yearbook, or other reference material. A long-range reference query is one, the answer to which can be found only by consulting several reference works or source and which therefore takes a longer time to answer. A long-range reference query becomes a ready reference one when it is repeated a second time, since the answer is now readily available.			
Q.23	**(A) Answer**: There are three service models of cloud computing services: (i) Infrastructure as a Service (IaaS), (ii) Platform as a Service (PaaS), and (iii) Software as a Service ((SaaS). Types of cloud deployment models include: (i) Private Cloud (ii) Community Cloud (iii) Public Cloud, and (iv) Hybrid Cloud. Cloud computing technologies are used in libraries to: (a) develop cloud based digital	Library & InformationServices	Chapter 3 Unit 1	4

	libraries/repositories (e.g. DURACLOUD) (b) share searchable library data (c) host websites (d) search scholarly content (e.g., Knimbus Knowledge Cloud) (e) store files (e.g., Dropbox, Google Doc, SkyDrive) (f) build networks with other libraries and people			
Q.24	Answer: Need for Automation: - (i) The application of LAS saves the precious time of the library users/readers as it provides them quick and accurate information services. (ii) The LAS facilities to update, edit and replace the existing data and different information which make day-to-day task easier and to complete them within the specific time. (iii) The LAS helps in locating the resources available in-house as well as in other libraries which makes staff and users both controlling over the rapid growth of information and finding the relevant information resources with less effort and time. (iv) The LAS has the provisions of creating different reports which helps in managing the library functions and further planning and designing better services to the users. (v) The LAS provides tools for reference services, as new addition list, selective dissemination of information, arrival of new issues of journals, compilation of study list or bibliography on the topic of interest, etc.	Computer Application in Libraries	Chapter 4 Unit 1	4