CBSE | DEPARTMENT OF SKILL EDUCATION

LIBRARY & INFORMATION SCIENCE
(SUBJECT CODE: 836)

Blue-print for Sample Question Paper for Class XI (Session 2024-2025)

Max. Time: 3 Hours   **Max. Marks: 60**

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills- III	1	1	2
2	Self-Management Skills- III	2	1	3
3	ICT Skills- III	1	1	2
4	Entrepreneurial Skills- III	1	1	2
5	Green Skills- III	1	1	2
TOTAL QUESTIONS		**6**	**5**	**11**
NO. OF QUESTIONS TO BE ANSWERED		**Any 4**	**Any 3**	**07**
TOTAL MARKS		**1 x 4 = 4**	**2 x 3 = 6**	**10 MARKS**

PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1	Library, Information and Society – Role and its implications	6	1	1	1	9
2	Organization of Library Resources: Basics	8	2	1	1	11
3	Reference and Information Sources	10	1	-	2	13
4	Computer Applications in Libraries: Basic	8	1	1	1	11
TOTAL QUESTIONS		**32**	**5**	**3**	**5**	**45**
NO. OF QUESTIONS TO BE ANSWERED		**26**	**Any 3**	**Any 2**	**Any 3**	**34**
TOTAL MARKS		**1 x 26= 26**	**2 x 3 = 6**	**3 x 2 = 6**	**4 x 3 = 12**	**50 MARKS**

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Sample Question Paper for Class XI (Session 2024-2025)

Max. Time: 3 Hours   **Max. Marks: 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. 1	**Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)**	
i.	Answer: c) Distance	1
ii.	Answer: a) Pronunciation	1
iii.	Answer: d) Wastage of time	1
iv.	Answer: Loss of Individuality	1
v.	Answer: e) 1972	1
vi.	Answer: Save: Ctrl +S	1

Q. 2	**Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)**	
i.	Answer: b) The Merriam-Webster's Dictionary	1
ii.	Answer: c) Third Phase	1

iii.	Answer: c) National Libraries	1
iv.	Answer: Electronic Library	1
v.	Answer: b) 1928	1
vi.	Answer: a) Time	1
vii.	Answer: Recreatory Category	1

Q. 3	**Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)**	
i.	Answer: Open Access System	1
ii.	Answer: (b) Alien – Penumbral – Umbral – Penumbral - Alien	1
iii.	Answer: 7th Edition	1
iv.	Answer: 000 – 099 General Knowledge	1
v.	Answer:	1

	(c)Part – A, Section – 12		
vi.	Answer: Cartographic Materials (i.e. Atlas; Map; Globes, etc.) W Motion pictures and Video Recordings (i.e. Cassette; CD; VCD, etc.) W Graphic Materials (i.e. Art print; Photograph; Slide, etc.) W Manuscript W Music W Sound Recordings (i.e. Sound cassette; Sound Disc; etc) W Microform (i.e. Microfiche; Microfilms; etc.) Any one of these.	**1**	
vii.	Answer: online Public Access catalogue	**1**	

Q. 4	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**		
i.	Answer: a) Three	**1**	
ii.	Answer: Secondary sources	**1**	
iii.	Answer: Collection analysis helps the library to make good selection decisions and prioritizing collection development and evaluation.	**1**	
iv.	Answer: Any one out of these:- Format: print/microform/ electronic, physical makeup, illustrations (ii) Scope: purpose, coverage, currency (iii) Authority: authorship, publisher/sponsor, source of information (iv) Treatment: accuracy, objectivity, style/ audience. (v) Relation to similar works: uniqueness, new editions (vi) Arrangement: sequence, indexing (vii) Special features (viii) Cost: price, licensing conditions	**1**	
v.	Answer: Trade Bibliography	**1**	
vi.	Answer: Local Directories	**1**	

Q. 5	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	Answer: Yearbook	1
ii.	Answer: a) People	1
iii.	Answer: a) Agriculture	1
iv.	Answer: (a) Dewey Decimal Classification	1
v.	Answer: (a) Personality Matter Energy Space Time	1
vi.	Answer: a) Circulation	1

Q. 6	**Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)**	
i.	Answer: a) Library collection development policy	1
ii.	Answer: MARC	1
iii.	Answer: a) Stock Verification	1

iv.	Answer: a) Issue of permits for library use		**1**
v.	Answer: World Wide Web		**1**
vi	Answer: Current Awareness Service		**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	Answer: **Disadvantages of Verbal Communication**: 1. **Chances of distortion in meaning**: Due to the presence of various barriers in effective communication, it happens that the intended meaning of the message changes for the intended person which causes a lot of problems in the future. 2.**Not convenient for long messages**: It is not at all convenient to convey long messages orally as it may happen that by the time message is completed, the receiver may forget the previously spoken important points leading to a chance of ineffective communication. As a result, the written format can be used. 3.**Irrelevant information**: While having an important discussion, a lot of irrelevant information can creep in during a conversation leading to a waste of time and gap in the relevant information. This leads to unnecessary waste of time and sometimes omitting or forgetting to converse on what is really important. Therefore, it is always necessary to keep your communication process clear of any unwanted discussion that may lead to wastage of your precious time and energy. 4. **Misunderstanding**: Usually, when two individuals are having deep conversations, they can have some misunderstandings during the time. Sometimes subtle hints given or some words spoken with some intention get misinterpreted and a whole new different meaning comes out of it. Thus, it becomes crucial to know that what you have spoken or written has a crystal - clear meaning with no indirect hints that could make a conversation difficult *student may write any two.	**2**
Q. 8	Answer: **Following factors may influence team work**. • Team norms Team norms is the standards or rules that govern the performance of the group members. These rules can be written or unwritten. • Team cohesion Bonding between the group members will come easily and together they contribute to the larger goal. • Social loafing Social loafing or free riding occurs when one or more group members rely on the efforts of other group members and fail to contribute their time and effort. Identifying individual contribution can help nullify the effect of free riding. • Loss of individuality It is a social process in which individual group members lose self-awareness and its accompanying sense of accountability, inhibition and responsibility for individual behaviour. Time management strategies.	**2**
Q. 9	Answer: Advantages of Word processor The document created on computer using word processor can be saved and edited. The document remains saved until we delete it. The text can be formatted to enhance its appearance like, you can change the font, size and color of the text. You can also highlight important words. If there is some error, the document need not be typed again, corrections can be done in the same document. You can also check the spelling and grammatical mistakes. The document can be printed any number of times. You can insert pictures and graphs in a document. You can insert different shapes etc.	**2**
Q. 10	Answer: **COMPONENTS OF GREEN ECONOMY: There are five basic components of a Green Economy:** i. Renewable Energy: Renewable Energy is the energy produced by the renewable sources. Today, with the growing need of technology, continued supply of electricity is a necessity. To meet the demand, we need to promote alternate sources of energy such as solar, wind, 2 Green Skill – XI wave energy. Switching	**2**

to these renewable sources of energy will help reduce the catastrophic impact on environment and promote the economy to flourish.

ii. Green Buildings: Buildings that do not impact the environment adversely during the construction and use renewable energy, reduce wastage of natural resources such as water and manage their waste effectively are called Green Buildings. Today, there is a rising need for self-sustained green buildings. Promoting green buildings will not only help preserve the resources for future generation but will also help in economic growth.

iii. Green Transport: With the advancement in technology, there are now alternates to conventional transportation that used to run on petrol or diesel. It is not long ago, that the government in India promoted Compressed Natural Gas (CNG) to run the vehicles. Introduction of Electric Vehicles and public transport that run on electricity is playing a major role in furthering the sustainable development. These are not only contributing in preserving the air but also ensure that economy is expanding.

iv. Water Management: The recent crisis in the city of Cape Town, popularly known as 'DayZero' is an alarming situation in many metropolitans across the globe. The drought like situation has not only given blow to the world but has affected the economy also. The only possible solution to this problem is to reduce the wastage of water and replenish the ground water levels by adopting Rain Water Harvesting Systems (RWHS) in our communities. This will ensure to have a society that is self-sustainable for its basic water requirement.

v. Waste Management: Any kind of waste will contribute in causing air, water and land pollution. This also adds to wastage of resources. Our craving to buy new and discard old, even if it is usable is resulting in environmental degradation. Hence, it is pertinent for us to follow 4 Rs' – REFUSE, REDUCE, REUSE, REECYCLE and 1 U Upcycle. We must incorporate to segregate our waste at source. The basic segregation of wet waste (biodegradable waste) and dry waste (all other kind of waste) in our houses and workplaces will help recycle the used products. The wet waste can be composted and used in the gardens while the dry waste may be either recycled or upcycled.

*student may write any two

| Q. 11 | Answer:
NATIONAL GREEN TRIBUNAL ACT, 2010 – The National Green Tribunal has been established on 18.10.2010 under the National Green Tribunal Act 2010 for effective and expeditious disposal of cases relating to environmental protection and conservation of forests and other natural resources including enforcement of any legal right relating to environment and giving relief and compensation for damages to person and property and for matters connected therewith or incidental thereto. It is a specialized body equipped with the necessary expertise to handle environmental disputes involving multi-disciplinary issues. The tribunal's dedicated jurisdiction in environmental matters shall provide speedy environmental justice and help reduce the burden of litigation in the higher courts. | **2** |

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

| Q. 12 | The ten division of the main class 100 are given below:
100 Philosophy
110 Metaphysics
120 Other Meta Physical topics
130 Mind and Body
140 Philosophical system and doctrines
150 Psychology | **2** |

	160 Logic, Dialectics 170 Ethics 180 Ancient, medieval, Oriental Philosophy 190 Modern Western Philosophy	
Q. 13	information sources can be categorized into three. They are, (i) Primary Sources (ii) Secondary Sources and (iii) Tertiary Sources **a few examples of Primary Sources are:** Artefacts (e.g. coins, plant specimens, fossils, furniture, tools, clothing, all from the time under study); (b) Audio recordings (e.g. radio programs) (c) Diaries. (d) Internet communications on email, listservs; (e) Interviews (e.g., oral histories, telephone, e-mail); (f) Journal articles published in peer-reviewed publications. (g) Letters. (h) Newspaper articles written at the time. (i) Oral history (i.e. records of interview, legal proceedings) **A few examples of secondary sources are:** Periodicals. (b) Bibliographies. (c) Indexing and abstracting periodicals. (d) Biographical works. (e) Commentaries, criticisms; (f) Dictionaries, Encyclopedias, handbooks, tables, formularies. (g) Histories. (h) Journal articles. (i) Magazine and newspaper articles (this distinction varies by discipline). **A few examples of tertiary sources are:** Almanacs. (b) Bibliography of Bibliographies. (c) Chronologies. (d) Directories. (e) Fact books. (f) Guidebooks. (g) Indexes, abstracts, bibliographies used to locate primary and secondary sources. *note: student may write as per his/her choice.	**2**
Q. 14	Answer: Scanners are computer support devices/peripherals, used to capture information from print sources and to convert that captured information in the computer readable digital form. With the help of scanners, one can save his/her time in feed in / input data in the computer system	**2**
Q. 15	Answer: The purpose of a library is to serve the society through the records of human thoughts, ideas and expressions by making them available as and when required by the member of the society, as well as preserve them for the coming generations, as those records are the intellectual wealth of the society.	**2**
Q. 16	Answer: Modem is an important device of a data communication system. Modem is used for communication among various computers through telephone line. A modem converts digital signals received from a computer into analog signals for transmitting them over a telephone line and on other end receives analog signals and converts into digital signals for a computer system. Thus, modem is the common parts of the communication process	**2**

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

Q. 17	Answer: Fourth Law: Open Access System: The fourth law strongly opposes the process of the Closed Access System as the time is an important constraint. In Open Access System, the user can go to the desired shelf and can browse several books and then finalise the best suited book. Salient features: 1) Shelf Arrangement: The comfortable and useful method of shelf arrangement can save sufficient time of the user 2) Stack Room Guides: Proper guides in the stack room will save the time of the user.	**3**

	3) Catalogue: To save the time of the reader, the library catalogue is generally in two parts as: Alphabetical part and Classified part. 4) The library must procure published Bibliographies of individual authors, Subject bibliographies, Cumulative indexes to periodicals, Topical bibliographies, National and Regional bibliographies, Union catalogues, Computerized.	
Q. 18	Answer: Collection Analysis: This is the process of gathering an overall picture of the age, number of items by topic, and often types of materials within a collection through the use of individual item records. Collection analysis helps the library to make good selection decisions and prioritizing collection development and evaluation.	**3**
Q. 19	Answer: The library catalogue is a list of books and other reading materials in the holdings of a library or a group of libraries. The list contains details about the book and other reading material. Which are useful for the users of catalogue. The details are author, title, the person or body assisting in bringing out the book, edition, place of Publication, Publisher, Year of Publication, information regarding physical details like pages, size, illustrative materials etc	**3**

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

Q. 20	Answer: The special libraries are established to meet the informational requirements of the organisations to which they are attached. Such organizations are devoted to Research and Development (R&D) activities. The special library procures all types of information sources as handbooks, technical reports, state-of-the-art reports, bibliographies, current awareness bulletin, periodicals, indexes, abstracts, directories, etc., needed for the research projects of the organization. **Functions and Services** The functions of a special library are to: (i) select, procure, organize, store and retrieve current information required by the researchers and other users of the library. (ii) analyses, synthesizes and evaluates available information in the area of concern. (iii) provides state-of-the-art-reports, critical reviews, monographs, research reports, etc, to support the study and research programmes of the organization. (iv) provides indexes, abstracts and extracts for critical analyses of literature, identify and procure relevant source of information. (v) provide reference service as Current Awareness Services (CAS), Selective Dissemination of Information (SDI), and Translation Services. (vi) provide document delivery service including lending and inter library loan service.	**4**

Q. 21	**The digital library** is a library which select, collect, store, retrieve and disseminate electronic information. Main characteristic of a digital library is to build library collection of information sources in electronic or digital form and provide services to its members using such resources. Hence, the library services are there but only the form of information sources has changed from print to electronic. The digital library uses digital technology for storing, retrieving and dissemination information. Example: (i) National Digital Library of India: https://ndl.iitkgp.ac.in/ **Virtual library** is a library without wall. With the application information and communication technology, the information become accessible from the remote. This accessibility power created the environment for such library which can stores information in digital form anywhere in the world and give access to its members through several electronic devices which are capable of accessing information through network. Those devices are computer, laptop, smart phone, etc. The member of the library uses these electronic devices for accessing information from the library portal through internet. Examples of Virtual Library (i) Indian Culture Library: https://indianculture.gov.in/ebooks	**4**
Q. 22	Answer: A library catalogue and a bibliography are distinct from each other as they serve different purposes. The differences between them are given as below: Catalogue • It covers the reading material of particular library. • It's scope is limited to the collection of a library or a group of libraries. • There is a location symbol. • It is found on card. • There is sequence which is applied in uniformity. Bibliography • It is not limited to any one collection of books. • It's scope is unlimited. It may be limited to a library but also covers the whole universe on a particular collection of a country or the locality. • Location symbol need not be given. • It is found in book from. • There is sequence, but it may differ	**4**
Q. 23	Answer: RFID system is developed with support of two technologies- radio frequency-based technology and microchip technology. Microchips in the form of tags are used for storing information and are affixed on library materials, while this information is read with the help of radio frequency technology. The devices used for circulation and inventorying are usually called "readers" while the device used at the library gate are usually called "sensors". Components of an RFID System: A comprehensive RFID system has four components: 1. RFID tags that are electronically programmed with unique information. 2. Readers or sensors to query the tag. 3. Antenna 4. Server on which the software that interfaces with the integrated library software along with the appropriate database.	**4**

	Main advantages of implementing RFID system in libraries are as follows: 1. RFID provides the self-charging and discharging support. 2. It facilitates high level of reliability. 3. The life of RFID Tag is quite long. 4. RFID has changed the Circulation system; it provides very fast circulation activity. 5. It simplifies the process of stock verification. 6. It is quite supportive in theft detection. 7. It facilitates high level of security. 8. Misplaced documents inside the stack may be easily identified. 9. RFID tags are very simple to install/inject inside the books.	
Q. 24	Answer: Dot–Matrix Printer Dot–matrix printer prints one character at a time. It follows two directional way of printing, thus the print head run from left to right and again right to left. Dot-matrix printer is an impact printer as it works by moving a pin head over the inked ribbon to give ink impressions on the paper through the impact of the head. It can produce various sets (copies) of printouts by using carbon paper. Dot–matrix printer is a noisy printer as when the head and ink-ribbon stroke together on the paper, voice is produced. Normally the printing speed of dot–matrix printers is less. Mostly these types of printers are used by individuals and institutions for printing, where printing speed and quality are not important. Drum Printer Drum printer is a type of line printer; it prints the entire line at a time. The drum printers have a set of hammers in front of the drum in a manner that an inked ribbon and paper can be accommodate between hammers and drum. The total number of hammers is equal to the bands on the drum. In the drum of the drum printer is made up of metal. This drum is expansive in nature and cannot be changed easily. Drum printer has small flexibility in the size of character set and their description. Although printing speed of drum printer is faster than a dot-matrix printer, but it is not suitable for commercial or fast printing assignments.	**4**