

# CBSE | DEPARTMENT OF SKILL EDUCATION

## Library and Information Science (SUBJECT CODE -836)

### Blueprint for Sample Question Paper for Class XII (Session 2025-2026)

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-IV                              | 1                        | 1                           | 2               |
| 2                               | Self-Management Skills – IV                          | 2                        | 1                           | 3               |
| 3                               | Information and Communication Technology Skills – IV | 1                        | 1                           | 2               |
| 4                               | Entrepreneurial Skills- IV                           | 1                        | 1                           | 2               |
| 5                               | Green Skills-IV                                      | 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 MARKS EACH             | 2 MARKS EACH           | 3 MARKS EACH            | 4 MARKS EACH                          |                 |
| 1                               | Library Management                | 7                        | 1                      | 1                       | 2                                     | 11              |
| 2                               | Organization of Library Resources | 5                        | 1                      | 1                       | 1                                     | 8               |
| 3                               | Library & Information Services    | 8                        | 2                      | 0                       | 1                                     | 11              |
| 4                               | Computer Application in Libraries | 7                        | 0                      | 1                       | 1                                     | 9               |
| 5                               | Communication Skills              | 5                        | 1                      | 0                       | 0                                     | 6               |
| 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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## Library and Information Science (SUBJECT CODE -836)

### Sample Question Paper for Class XII (Session 2025-2026)

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**

|             |                                                                                                                                                                                         |          |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Q. 1</b> | <b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>                                                                                              |          |
| <b>i.</b>   | The following sentence is of which type of sentence.<br>Reading mythology will make you more aware.<br>(a) Interrogative (b) Exclamatory<br>(c) Declarative (d) Imperative              | <b>1</b> |
| <b>ii</b>   | _____ is a cluster of thoughts, feelings and behaviours that make a person unique and different from others.<br>(a) Personality (b) Consciousness<br>(c) Self-awareness (d) Neuroticism | <b>1</b> |
| <b>iii.</b> | Which of the following is not a factor of the 'Five Factor Model'?<br>(a) Consciousness (b) Openness<br>(c) Self-awareness (d) Extraversion                                             | <b>1</b> |
| <b>iv.</b>  | What is the shortcut key to bold the text in a spreadsheet?<br>(a) Ctrl+b (b) Ctrl+i<br>(c) Ctrl+l (d) Ctrl+u                                                                           | <b>1</b> |
| <b>v.</b>   | The ability to make profitable and quick decisions is called _____.<br>(a) Decisiveness (b) Organizational Skills<br>(c) Interpersonal Skills (d) Perseverance                          | <b>1</b> |
| <b>vi.</b>  | CNG stands for _____.<br>(a) Consumer Natural Gas (b) Compressed Natural Gas<br>(c) Compressed National Gas (d) Central National Goal                                                   | <b>1</b> |
| <b>Q. 2</b> | <b>Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)</b>                                                                                                                      |          |
| <b>i.</b>   | Collection Development came into existence in _____.<br>(a) 1970s (b) 1980s<br>(c) 1990s (d) 1930s                                                                                      | <b>1</b> |
| <b>ii</b>   | Which one of the following is not a kind of microform material?<br>(a) Microfiches (b) Microopaque<br>(c) slides (d) Magnetic tapes                                                     | <b>1</b> |
| <b>iii</b>  | _____ policy is a guidebook to a library for acquiring information sources.<br>(a) Acquisition (b) writing off<br>(c) weeding out (d) Technical processing                              | <b>1</b> |
| <b>iv</b>   | Books are arranged on the shelf according to their _____.<br>(a) Accession Number (b) Call Number<br>(c) Book Number (d) Collection Number                                              | <b>1</b> |

|             |                                                                                                                                                                                                                                  |          |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>v</b>    | _____ is a process for determining the Job requirement.<br>(a) Job Description (b) Job Evaluation<br>(c) Job Analysis (d) job specification                                                                                      | <b>1</b> |
| <b>vi</b>   | The Semi-Professional Assitant designation falls under the category of ____ library.<br>(a) Academic (b) Public<br>(c) National (d) Special                                                                                      | <b>1</b> |
| <b>vii</b>  | The expenditure classifications based on the services rendered or materials acquired by the libraries are the budgetary expenditure classification by ____.<br>(a) Character (b) Object<br>(c) Development (d) Technical Process | <b>1</b> |
| <b>Q.3</b>  | <b>Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)</b>                                                                                                                                                               |          |
| <b>i.</b>   | _____ is a process of grouping.<br>(a) Acquisition (b) Classification<br>(c) Cataloguing (d) Technical Processing                                                                                                                | <b>1</b> |
| <b>ii.</b>  | In fundamental categories, PMEST, E stands for _____.<br>(a) Environment (b) Energy<br>(c) Education (d) Evaluation                                                                                                              | <b>1</b> |
| <b>iii.</b> | The connecting symbol used for Matter facet is _____.<br>(a) Comma (,) (b) Semi-colon (;)<br>(c) Colon(:) (d) Dot (.)                                                                                                            | <b>1</b> |
| <b>iv.</b>  | List of subject heading for small libraries (Sears List of Subject Heading) was first published in _____.<br>(a) 1920 (b) 1921<br>(c) 1922 (d) 1923                                                                              | <b>1</b> |
| <b>v.</b>   | The Name of the personal Author will enter into the field tag _____.<br>(a) 0XX (b) 1XX<br>(c) 2XX (d) 3XX                                                                                                                       | <b>1</b> |
| <b>vi.</b>  | The concept of Reference services was formulated in _____.<br>(a) 1875 (b) 1876<br>(c) 1877 (d) 1878                                                                                                                             | <b>1</b> |
| <b>vii.</b> | The Cocept of Selective Dissemination of Information (SDI) was given by _____.<br>(a) Hans Peter Luhn (b) Dr. S.R Rangnathan<br>(c) C A Cutter (d) Melvil Dewey                                                                  | <b>1</b> |
| <b>Q. 4</b> | <b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>                                                                                                                                                               |          |
| <b>i.</b>   | CAS stands for _____.<br>(a) Current Awareness Services (b) Content Awareness Services<br>(c) Current Assured Services (d) Content Assured Services                                                                              | <b>1</b> |

|             |                                                                                                                                                                                                                                               |          |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>ii.</b>  | he statement “Reference services are the establishing of contact between reader and book by personal services” is given by _____.<br>(a) Dr. S.R Ranganathan (b) H P Luhn<br>(c) C A Cutter (d) Melvil Dewey                                  | <b>1</b> |
| <b>iii.</b> | _____ Library Services mean library services provided using the internet as a medium and library website as a gateway with the help of an integrated library management system.<br>(a) Traditional (b) Web-based<br>(c) Responsive (d) Active | <b>1</b> |
| <b>iv.</b>  | MEDLARS bibliographic database was created in _____.<br>(a) 1960 (b) 1961<br>(c) 1962 (d) 1963                                                                                                                                                | <b>1</b> |
| <b>v.</b>   | OPAC stands for _____.<br>(a) Online Public Access Catalogue (b) Offline Public Access Catalogue<br>(c) Online Public Account Catalogue (d) Offline Public Account Catalogue                                                                  | <b>1</b> |
| <b>vi</b>   | Topic or subject-oriented online forums, where messages are communicated through e-mail, known as _____.<br>(a) Listserves (b) Bulletin Board<br>(c) Webcasting (d) Subject Gateways                                                          | <b>1</b> |
| <b>Q.5</b>  | <b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>                                                                                                                                                                            |          |
| <b>i.</b>   | Linux is a/an _____ software.<br>(a) Operating system (b) Utility software<br>(c) Application Software (d) Library Software                                                                                                                   | <b>1</b> |
| <b>ii.</b>  | A programme which controls the overall internal operations of a computer system is called _____.<br>(a) Application Software (b) Operating system<br>(c) Utility Software (d) Library Software                                                | <b>1</b> |
| <b>iii.</b> | Koha, Library Automation Software is a _____.<br>(a) Proprietary software (b) Open Sources software<br>(c) Freeware Software (d) Commercial Software                                                                                          | <b>1</b> |
| <b>iv.</b>  | E- granthalaya software is developed by _____.<br>(a) National Informatics Center (b) INFLIBNET<br>(c) DRDO (d) M/O Culture                                                                                                                   | <b>1</b> |
| <b>v.</b>   | The Koha software was first released in _____.<br>(a) 2000 (b) 2001<br>(c) 2002 (d) 2003                                                                                                                                                      | <b>1</b> |
| <b>vi.</b>  | Koha uses _____ RDBMS software.<br>(a) Oracle (b) MYSQL<br>(c) Postgre SQL (d) MS Access                                                                                                                                                      | <b>1</b> |

|             |                                                                                                                                                                                                                         |          |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Q.6</b>  | <b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>                                                                                                                                                      |          |
| <b>i.</b>   | Z39.50 is a/an_____.<br>(a) Application software (b) International standard protocol<br>(c) Operating System (d) Hyper Text Transfer Protocol                                                                           | <b>1</b> |
| <b>ii.</b>  | The word Communication is derived from the Latin word____.<br>(a) Communication (b) Community<br>(c) Communis (d) Communicate                                                                                           | <b>1</b> |
| <b>iii.</b> | In the communication process, one who communicates is known as _____.<br>(a) Source (b) Receiver<br>(c) Message (d) Channel                                                                                             | <b>1</b> |
| <b>iv.</b>  | A process in which signs, symbols, gestures, etc., are used as the communication mode is called _____.<br>(a) Vocal Communication (b) Non-Vocal Communication<br>(c) Verbal Communication (d) Non- Verbal Communication | <b>1</b> |
| <b>v.</b>   | Which one of the following is not an element of the communication model?<br>(a) Source (b) Receiver<br>(c) Message (d) Internet                                                                                         | <b>1</b> |
| <b>vi.</b>  | Fill in the blanks:<br>Sources/Communicator → Message → Encoder/decoder→ channel → _____ →<br>Message → Audience /Receiver                                                                                              | <b>1</b> |

### **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.**

|             |                                                                                                    |          |
|-------------|----------------------------------------------------------------------------------------------------|----------|
| <b>Q.7</b>  | What are the four stages of active listening?                                                      | <b>2</b> |
| <b>Q.8</b>  | Differentiate between Intrinsic Motivation and Extrinsic Motivation?                               | <b>2</b> |
| <b>Q.9</b>  | Write four advantages of presentation software.                                                    | <b>2</b> |
| <b>Q.10</b> | What are the points on which we develop our organizational skills?                                 | <b>2</b> |
| <b>Q.11</b> | Enlist the four ways to reduce the amount of waste produced in manufacturing plants and factories. | <b>2</b> |

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

|             |                                                                                                                                                              |          |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Q.12</b> | Write four functions of the Acquisition system.                                                                                                              | <b>2</b> |
| <b>Q.13</b> | In Colon Classification Literature Class has Levels of Personality facet. What P <sub>1</sub> , P <sub>2</sub> , P <sub>3</sub> & P <sub>4</sub> represents? | <b>2</b> |

|             |                                                                        |          |
|-------------|------------------------------------------------------------------------|----------|
| <b>Q.14</b> | Differentiate between Responsive services and Anticipatory Services?   | <b>2</b> |
| <b>Q.15</b> | Define Subject Gateway. Give two examples.                             | <b>2</b> |
| <b>Q.16</b> | Differentiate between Non-Vocal Communication and Vocal Communication. | <b>2</b> |

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

|             |                                                                                                                    |          |
|-------------|--------------------------------------------------------------------------------------------------------------------|----------|
| <b>Q.17</b> | Discuss three different kinds of binding.                                                                          | <b>3</b> |
| <b>Q.18</b> | Identify the different fundamental categories from the following sentences:<br>Feeding of cattle in India in 1995? | <b>3</b> |
| <b>Q.19</b> | Write three features of Facebook.                                                                                  | <b>3</b> |

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

|             |                                                                                            |          |
|-------------|--------------------------------------------------------------------------------------------|----------|
| <b>Q.20</b> | Differentiate between Job Analysis and Job Evaluation?                                     | <b>4</b> |
| <b>Q.21</b> | Write eight different functions of the Periodical Section.                                 | <b>4</b> |
| <b>Q.22</b> | Explain the different steps Dr S R Ranganathan prescribed in classifying the documents.    | <b>4</b> |
| <b>Q.23</b> | What is Current Awareness Services (CAS )? Discuss the two different categories of CAS.    | <b>4</b> |
| <b>Q.24</b> | Discuss the software required for installing and running koha library Management Software. | <b>4</b> |