



$$A = \frac{m}{(m^2 + c)^2}$$



NIOS PYQ's SOLUTIONS

$$fa = bc^2$$

$$\sqrt{h-x^2}$$

PREVIOUS YEARS' QUESTIONS & ANSWERS



APRIL-2024

Your Path to Success

SECTION – A

Q 1. Who is known as the father of Library Science in India?

- (A) Prof. B. S. Kesavan
- (B) Dr. Velaga Venkatappaiah
- (C) Dr. P. N. Kaula
- (D) Dr. S. R. Ranganathan

Answer - (D) Dr. S. R. Ranganathan

OR

“Every Book its Reader” is

- (A) the First Law
- (B) the Second Law
- (C) the Third Law
- (D) the Fourth Law

Answer - (C) the Third Law

Q 2. The book, Five Laws of Library Science was published in

- (A) 1929
- (B) 1930
- (C) 1931
- (D) 1932

Answer - (C) 1931

OR

The ____ implies that the library be kept open for as long as it is possible.

- (A) First Law
- (B) Second Law



(C) Third Law

(D) Fourth Law

Answer - (A) First Law

Q 3. ____ verifies the collected information for its validity, reliability and accuracy before dissemination.

(A) Information Analysis Centre

(B) Clearing House

(C) Data Bank

(D) Data Centre

Answer - (A) Information Analysis Centre

Q 4. The functions of the library are collection, processing, storage, retrieval and ____.

(A) dissemination

(B) socialization

(C) polarization

(D) liberalization

Answer - (A) dissemination

Q 5. A ____ library staff should have adequate professional knowledge and be active to serve their reader in an efficient and effective manner.

(A) referral

(B) reference

(C) circulation

(D) periodical

Answer - (B) reference

Q 6. The secondary sources are based on ____ sources.

(A) internet

(B) primary



(C) multi-volume

(D) audio-visual

Answer - (B) primary

OR

A book is a written or published document of at least ____ text pages.

(A) 46

(B) 47

(C) 48

(D) 49

Answer - (D) 49

Q 7. The process of examining the library's holdings to identify missing items in the collection is referred to as ____.

(A) stock weeding

(B) stock clearance

(C) stock verification

(D) stock acquisition

Answer - (C) stock verification

Q 8. ____ is concerned with maintaining or restoring access to artifacts.

(A) Preservation

(B) Acquisition

(C) Weeding

(D) Verification

Answer - (A) Preservation

Q 9. ____ is the act of removing library books which are no longer useful in the library.

(A) Acquisition



(B) Weeding

(C) Stock verification

(D) Stock clearance

Answer - (B) Weeding

Q 10. ____ is especially beneficial for journalists and specialized writers to contribute to current affairs in any field.

(A) Current Awareness Service

(B) Newspaper Clipping Service

(C) Selective Dissemination of Information

(D) Indexing and Abstracting Service

Answer - (B) Newspaper Clipping Service

Q 11. ____ deals with the supply of document(s) to the users on demand, either in original or in its copy in print or non-print form, irrespective of its location.

(A) Current Awareness Service

(B) Translation Service

(C) Document Delivery Service

(D) Referral Service

Answer - (C) Document Delivery Service

OPTIONAL MODULE -A

Q 12. Which of the following is not the element of trinity of the library as envisioned by Dr. S. R. Ranganathan?

(A) Book

(B) Reader

(C) Staff

(D) Publisher

Answer - (D) Publisher



Q 13. ____ involves evaluating the performance and efficiency of each employee about their assigned duties and responsibilities.

- (A) Performance appraisal
- (B) Staff training
- (C) Induction
- (D) Selection

Answer - (A) Performance appraisal

Q 14. The ____ method is effective for examining the utilization of a library catalogue.

- (A) interview
- (B) questionnaire
- (C) observation
- (D) semi-structured interview

Answer - (C) observation

Q 15. Which of the following is not one of the qualities of a good librarian?

- (A) Should have teamwork skills
- (B) Passionate about their job
- (C) Understands and applies the Five Laws of Library Science
- (D) Not familiar with current and emerging technologies

Answer - (D) Not familiar with current and emerging technologies

Q 16. The school libraries usually have a librarian belonging to ____ of management.

- (A) senior level
- (B) middle level
- (C) lower level
- (D) semi-senior Level

Answer - (B) middle level



OPTIONAL MODULE -B

Q 12. The term 'information retrieval' was coined by ____.

- (A) Calvin Mooers
- (B) S. R. Ranganathan
- (C) Melvil Dewey
- (D) Minnie Earl Sears

Answer - (A) Calvin Mooers

Q 13. Which of the following is not an example of controlled indexing languages?

- (A) Thesaurofacet
- (B) Thesauri
- (C) Subject
- (D) Classaurus

Answer - (C) Subject

Q 14. The input to the search engine is known as ____.

- (A) search result
- (B) search string or query
- (C) search evaluation
- (D) search edit

Answer - (B) search string or query

Q 15. The ____ operator allows the searcher to specify alternatives among the search terms.

- (A) AND
- (B) NOT
- (C) SELECT
- (D) OR

Answer - (D) OR



Q 16. ____ involves searching for various manifestations of a word that share a common root and exploring different forms of expression.

- (A) Truncation search
- (B) Proximity search
- (C) Range search
- (D) Limiting search

Answer - (A) Truncation search

OBJECTIVE QUESTION -II

Q 17. Fill in the blanks (any two):

(a) The Second Law emphasizes ____ of library services to every kind of reader.

Answer - Democratization

(b) A library is regarded as a ____ institution.

Answer - Social

(c) A document covering a narrow field of knowledge is called ____.

Answer - Micro document

(d) The Third Law stresses the maximum use of ____.

Answer - Books

Q 18. Fill in the blanks (any two):

(a) Standards can be categorized into two main types—(i) ____ standards and (ii) ____ standards.

Answer - (i) Basic, (ii) Technical

(b) A secondary periodical with an abstract is ____ periodical and without an abstract is ____ periodical.

Answer - (i) Abstracting, (ii) Indexing

(c) A pamphlet has a minimum of ____ pages and a maximum of ____ pages.

Answer - (i) 5, (ii) 48



(d) E-journals are also known as ____ journals and ____ journals.

Answer - (i) Paperless, (ii) Online

Q 19. Answer any two of the following questions:

(a) Give an example of any two secondary sources of information.

Answer - (1) Indexes (2) Encyclopaedia

(b) Name in how many ways documentary sources can be classified.

Answer - Documentary sources can be classified in two ways:

(1) By content (Primary, Secondary, Tertiary)

(2) By form (Paper-based and Other media)

(c) Give one example of each of Artifacts and Realia.

Answer - Example of an artifact is a cave painting, and an example of realia is a coin.

(d) Give an example of any two non-documentary sources of information.

Answer - Two examples of non-documentary sources of information are:

(1) Human

(2) Organization

Q 20. Match Column—I items with the right options of Column—II (any two):

Column-I

Column-II

(a) Treasure Island

(i) Periodical

(b) Annals of Library and Information Studies

(ii) Removing library books that no longer serve a purpose in the library

(c) ISO 2709

(iii) Robert Louis Stevenson

(d) Weeding

(iv) Standard for Bibliographic Record Formats

Answer - (a) - (iii), (b) - (i), (c) - (iv), (d) - (ii)



Q 21. Differentiate between the following (any two):**(a) Journal and Electronic Journal**

Answer - A journal is printed in physical form, whereas an electronic journal is distributed through digital networks.

(b) Newspaper and Electronic Newspaper

Answer - A newspaper is printed on newsprint paper, whereas an electronic newspaper is web-based.

(c) Book and Reference Book

Answer - A book is meant for continuous reading, whereas a reference book is used for consultation to find specific facts.

(d) Dissertation and Microforms

Answer - A dissertation is a detailed research work submitted for a degree, whereas microforms are miniature copies of documents.

Q 22. List various types of periodical display racks available for libraries.

Answer - The types of racks are:

- (1) Step type rack
- (2) Pigeon-hole type rack
- (3) Inclined type rack

OR

Which is the best way of arranging periodicals on display rack in a library?

Answer - **The most convenient way** – Alphabetical arrangement is considered the most convenient method.

Q 23. Fill in the blanks (any two):

(a) The steps in organizing library material are necessary to access, acquire, process and to maintain the ____.

Answer - Collection

(b) ____ provides information about words: their meanings, derivations, spellings, pronunciations, syllabification and usage.



Answer - Dictionary

(c) The main purpose of ____ documents in the library is to conserve documents for future use.

Answer - Binding

(d) ____ is the systematic checking of the library's holdings for finding out missing items.

Answer - Stock verification

Q 24. List the basic or essential services provided by libraries.

Answer - Basic services provided by libraries are :

Loan service, Reservation, Inter-library loan, Reference service, Orientation service

OR

Distinguish between ready reference service and long-range reference service.

Answer - Ready reference service vs. Long-range reference service – Ready reference service deals with factual questions and is provided quickly (within minutes), whereas long-range reference service is used for research problems and may take hours or weeks.

Q 25. Fill in the blanks (any two):

(a) ____ library staff waits for the user to approach them and make a demand.

Answer - Passive

(b) Responsive information services are also known as ____ services.

Answer - Passive information

(c) A ____ is a list of documents on a particular subject.

Answer - Subject bibliography

(d) ____ deals with reproduction of various types of documents.

Answer - Reprography

Q 26. Write whether the following statements are True (T) or False (F) (any two):

(a) Library Services are generally known as Reference and Information Services.

Answer - True



(b) Services provided in anticipation of users' demands are called long-range reference services.

Answer - False (*These are known as anticipatory services.*)

(c) Subject bibliographies are compiled by libraries on requests from the users.

Answer - True

(d) Indexing services provide a concise summary of the entire content of the document.

Answer - False (*This is the function of abstracting service.*)

OPTIONAL MODULE-A

Q 27. Answer any two of the following questions:

(a) What is 'POSDCORB'?

Answer - POSDCORB is the short form of seven functions of management - Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting.

(b) Define a system.

Answer - **System** : A system is a group of related parts integrated together for achieving a specific purpose.

(c) Name the three levels of management.

Answer - **The three levels of management** : - Top level, Middle level, Lower level

(d) List the direct methods of library user studies.

Answer - **Direct methods** – Questionnaire, Interview, Diary, Observation

Q 28. Fill in the blanks (any two):

(a) ____ is a people's profession.

Answer - Librarianship

(b) ____ programmes are designed to introduce and acclimate newly hired employees into the organization.

Answer - Induction



(c) Repairing a slightly damaged printed document is called ____.

Answer - Mending

(d) ____ is acquainting the new user to the library and its facilities.

Answer - User Orientation

OPTIONAL MODULE-B

Q 27. Answer any two of the following questions:

(a) Define a search engine.

Answer - **Search engine** - A search engine is a software tool used to retrieve information from electronic information resources.

(b) Distinguish between Natural indexing language and Free indexing language.

Answer - **Natural language vs. Free language** - In natural indexing language, terms are taken directly from the document itself, whereas in free indexing language, any suitable term can be used to represent the subject.

(c) Define a search strategy.

Answer - **Search strategy** - A search strategy is a process in which a query concept is converted into keywords to search relevant information from suitable databases.

(d) Explain the terms 'subject heading' and 'list of subject headings'.

Answer - Subject headings are standard terms used to represent the main subject of a document, whereas a list of subject headings is a standardized list of such terms used for selecting the correct heading.

Q 28. Match Column—I items with the right options of Column—II (any two):

Column-I

Column-II

(a) Melvil Dewey

(i) Database

(b) PMEST

(ii) Appropriate subject heading

(c) PubMed

(iii) S. R. Ranganathan



(d) LCSH

(iv) The first librarian to consider the detailed arrangement by subject

Answer - (a) - (iv), (b) - (iii), (c) - (i), (d) - (ii)

SECTION – B

Q 29. Differentiate between Data Centre and Data Bank.

Answer - A Data Centre collects, organizes and stores numerical data related to a specific subject field to answer particular queries. In contrast, a Data Bank deals with broader subject fields and processes raw data from various sources into structured files to provide answers.

Q 30. How can you classify secondary sources?

Answer - On the basis of rearranging information, secondary sources are mainly classified into four groups - (i) Index/Abstract type, (ii) Survey type (e.g., textbooks or annual reviews), (iii) Reference books (e.g., dictionaries, encyclopedias), (iv) Technical translations

Q 31. What is the basic purpose of trade literature?

Answer - The basic purpose of trade literature is to provide information about the features, specifications and details of products, materials or services. It also helps manufacturers and distributors promote and increase the sale of their products.

Q 32. Differentiate between print and non-print materials.

Answer - Print materials include paper-based sources such as books, journals and newspapers which can be read directly. Non-print materials include audio-visual and electronic sources such as CDs, DVDs and e-resources, which require machines or technology for use.

Q 33. What services fall under the Current Awareness Service?

Answer - Current Awareness Service (CAS) keeps users informed about the latest developments in their subject field. It mainly includes Accession List, Table of Contents Service, Selective Dissemination of Information (SDI), and Press Clipping Service.

OR



What services fall under the IT-related service?

Answer - With the development of the Internet and modern technologies, IT-related services have become important in libraries. These include Online Public Access Catalogue (OPAC), library websites, virtual reference service, computerized circulation service, and access to e-publications such as e-journals and databases.

Q 34. Name any four types of information needs of the users.

Answer - The four major types of information needs of users are:

1. Current information need
2. Exhaustive information need
3. Everyday information need
4. Catching-up information need

OPTIONAL MODULE-A**Q 35. Enumerate the different categories of library staff.**

Answer - Library staff can mainly be classified into four groups :

1. Professional staff (such as Chief Librarian, Assistant Librarian)
2. Semi-professional staff (such as Library Assistant)
3. Non-professional staff (such as IT experts or consultants)
4. Supporting staff (such as administrative, cleaning and security staff)

Q 36. What is information literacy?

Answer - Information literacy is the ability through which a person recognizes when information is needed. It includes the skill to identify, locate, evaluate and effectively use information for achieving goals.

OPTIONAL MODULE-B**Q 35. What is the primary objective of a transactional search?**

Answer - The primary objective of transactional search is to perform an activity or transaction through a website. It includes services such as online shopping, ticket booking, downloading files (such as songs or pictures), and web-based gaming.

Q 36. What are the four types of term relationships in Library of Congress Subject Headings?

Answer - In Library of Congress Subject Headings (LCSH), there are four types of term relationships:

1. Equivalence relationship



2. Hierarchical relationship
3. Associative relationship
4. General and specific references

Q 37. Explain the three basic functions of a library.

Answer - A library is a dynamic institution whose main work is the management and dissemination of information. Its three basic functions are:

1. **Education:** The library provides study materials and facilities for self-development at different levels of formal and informal education.
2. **Information Dissemination:** It works as an information centre by providing accurate and up-to-date information according to the needs of users.
3. **Promotion of Culture:** The library promotes cultural life and social development by organizing seminars, exhibitions and other cultural activities.

OR

Enumerate any three time-saving devices according to the Fourth Law of Library Science.

Answer - According to the Fourth Law of Library Science "Save the time of the reader", three important time-saving devices are:

Open Access: It provides direct access to shelves so that readers can quickly choose the required material.

Reference Service: Library staff provide personal assistance so that readers can get the required information in minimum time.

Stack Room Guides: Effective guides and tags are used so that readers can locate books easily without wasting time.

Q 38. What is meant by non-documentary sources? List the categories of mass media with examples.

Answer - Non-documentary sources are information sources which are not recorded in any physical form. They are mainly based on human contact and communication.

The categories of mass media with examples are:

- **Press:** It includes newspapers and magazines which provide information about current events.
- **Radio:** It broadcasts news, music and educational programmes at local and international levels.
- **Television:** It provides audio-visual information such as news, wildlife and science programmes to people.
- **Internet:** It is a digital medium through which the latest information on any subject can be accessed through websites like WWW.



Q 39. Distinguish between preservation and conservation of library material.

Answer - The major differences between conservation and preservation of library material are explained in the following table -

Conservation	Preservation
It deals with the study, diagnosis and treatment of damaged documents to make them usable again.	It slows down the rate of deterioration of materials through special treatment and environmental control.
It includes protection from wear and tear and repair work such as binding.	It includes temperature control, humidity balance and pest control to prevent future damage.
Its purpose is to restore access to damaged artifacts and records.	Its purpose is to keep materials safe for a long period and increase their life.

OPTIONAL MODULE-A**Q 40. "Libraries offer timeless opportunities for ongoing self-education." Explain.**

Answer - A library is considered a social institution that provides the foundation for life-long self-education. Education is a continuous process from birth to death. Where formal education ends, informal self-education begins through the library. Libraries provide knowledge resources and intellectual development opportunities to all sections of society without discrimination. Through this, individuals can solve personal as well as community problems. Thus, libraries work as a "People's University" and offer timeless opportunities to make people enlightened and cultured citizens.

OPTIONAL MODULE-B**Q 40. Explain the importance of catalogues and bibliographic tools in libraries.**

Answer - The importance of catalogues and bibliographies in libraries is as follows:

1. **Importance of Catalogues:** A catalogue is the only effective key to the library collection. It shows the physical location of a document and helps readers quickly find the required material through author, title or subject, thus saving valuable time.
2. **Importance of Bibliographies:** A bibliography is a systematic list of all published materials on a specific subject. It is especially important for researchers as it helps them identify the latest developments and retrospective literature in their field of interest.



Q 41. "Library is a Social Institution." Explain.

Answer - "Library is a social institution" because it organizes and transmits knowledge and experiences to individuals. According to Dr. S. R. Ranganathan, it is a public institution responsible for the care of books and making them available to those who need them. As a social institution, its major functions are:

- **Foundation of continuous education:** Libraries provide opportunities for self-education throughout life and are known as the "People's University."
- **Unbiased access to information:** It provides balanced access to recorded thoughts for everyone without discrimination of age, caste, religion or gender.
- **Cultural development:** Libraries develop reading habits, raise cultural standards and help in making enlightened citizens.
- **Preservation of knowledge:** It preserves literary heritage and rare documents for future generations.

OR

Explain the implications of the Fourth Law of Library Science.

Answer - The Fourth Law of Library Science is "Save the time of the reader." It emphasizes reducing the time between the demand for information and its supply. It also supports the use of modern technologies for efficient library services. The main implications are:

- **Classified arrangement:** Books arranged subject-wise help readers quickly locate the required material.
- **Open Access:** Readers are allowed direct access to the shelves, saving time.
- **Reference Service:** Library staff provide personal help so readers can get information quickly.
- **Catalogue Entries:** Classified and analytical entries help in locating complex subjects.
- **Stack Room Guides:** Proper guides and tags help readers directly reach the required books.

Q 42. What are documentary sources? List the basic categories of documentary sources.

Answer - Documentary sources include all sources of information that are recorded in any physical form (print or electronic). These are the main formal means of knowledge communication. The basic categories are:

1. **Primary Sources:** These contain original information published or recorded for the first time, such as research journals, patents, newspapers and dissertations.
2. **Secondary Sources:** These depend on primary sources and present information in organized or condensed form, such as indexes, abstracts, reference books and textbooks.



3. Tertiary Sources: These act as a key to primary and secondary sources and guide users to the correct information source, such as guides to literature and bibliography of bibliographies.

OR

State the difference between a book and a manuscript.

Answer - Book and manuscript are both important documentary sources, but they differ in their stage of creation and form of circulation:

Difference between a Book and a Manuscript -

Book	Manuscript
It is a printed and published document of at least 49 pages.	It is the original handwritten or typed work of an author.
It is printed in large numbers by publishers.	It exists in limited copies and is usually before publication.
It is available for sale and public use.	It is usually rare and has only a few copies, which are kept under restricted access.

Q 43. Discuss the services provided by a special library.

Answer - Special libraries are mainly attached to Research and Development (R&D) institutions and professional organizations. Their main aim is to meet the specialized information needs of experts and researchers. The major services are:

- **Anticipatory Services:** Information is provided before users demand it, such as Selective Dissemination of Information (SDI) and Table of Contents Service.
- **Indexing and Abstracting Service:** These help researchers identify the main content and relevance of documents.
- **Document Delivery and Translation Service:** Research papers and reports are supplied on demand, and foreign language documents are translated.
- **Technical Services:** These libraries provide computerized databases and full-text e-journals for desktop access.

OR

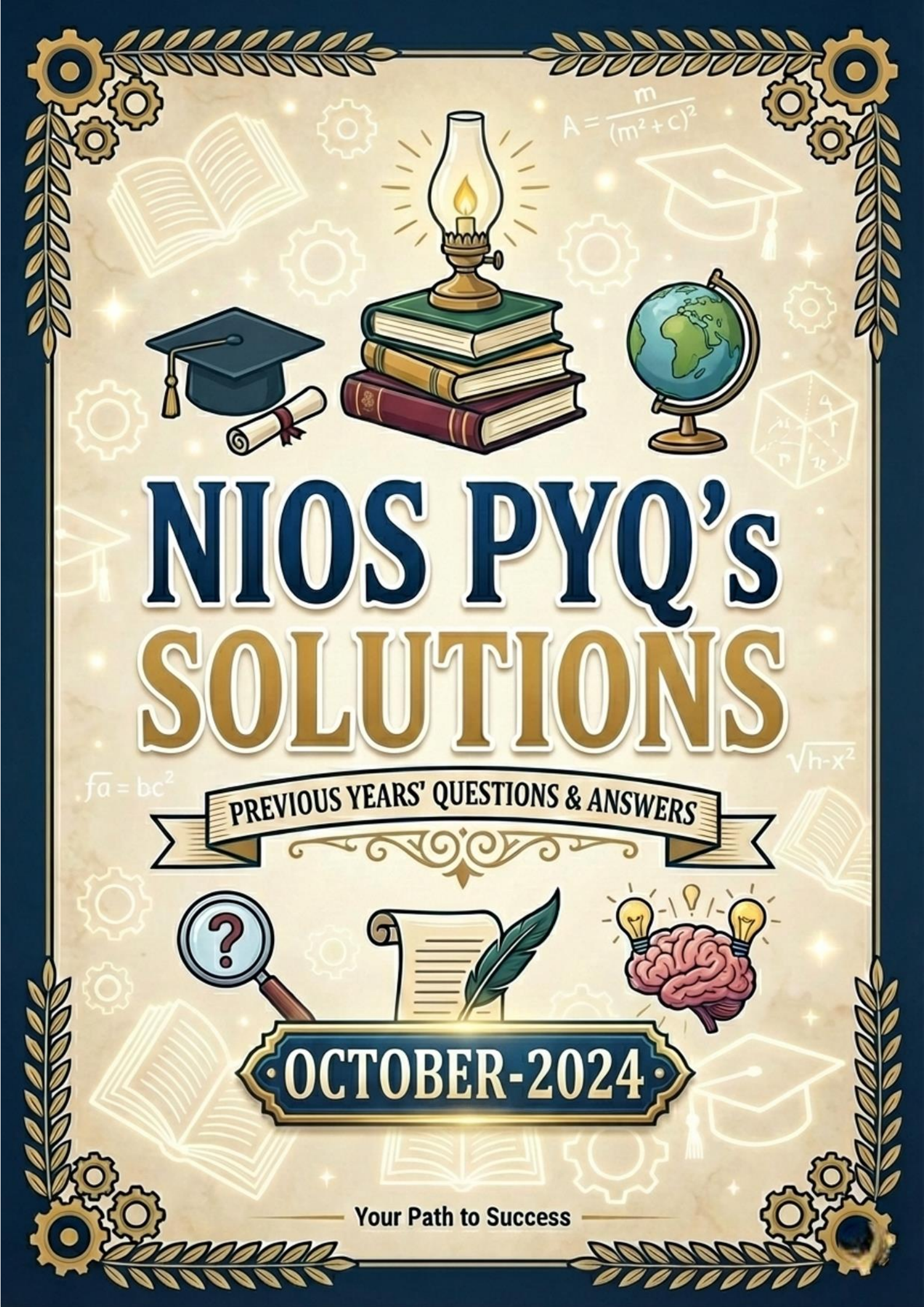
What is 'literature search'? Enumerate the basic steps involved in the compilation of a bibliography manually.



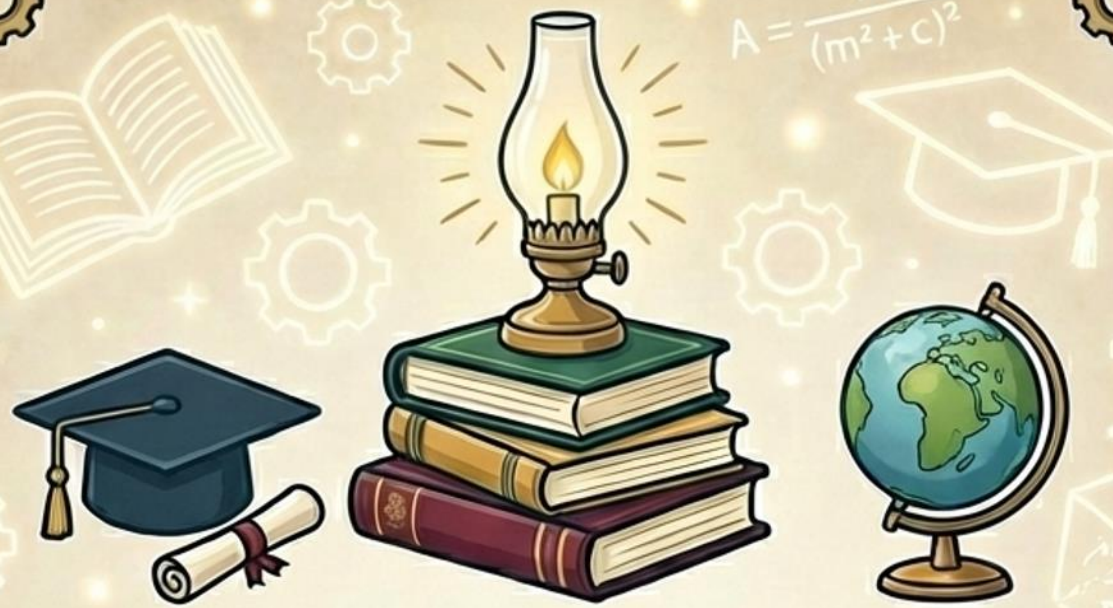
Answer - Literature Search – Literature search is a planned and systematic search carried out using bibliographic tools to locate published information on a specific subject. Its purpose is to find the maximum number of relevant documents available on a topic. It is a long-range reference service, and the result is often presented in the form of a bibliography.

The basic steps in manual compilation of a bibliography are:

1. Understanding the subject and identifying related areas.
2. Deciding the scope and time period of the bibliography.
3. Formulating the search strategy and selecting keywords.
4. Searching relevant secondary and primary sources.
5. Preparing entries with standard details.
6. Arranging entries alphabetically or in classified order.
7. Preparing indexes for easy access.
8. Supplying the bibliography to users.



$A = \frac{m}{(m^2 + c)^2}$



NIOS PYQ's SOLUTIONS

$\sqrt{h-x^2}$

$\bar{a} = bc^2$

PREVIOUS YEARS' QUESTIONS & ANSWERS



OCTOBER-2024

Your Path to Success

SECTION – A

Q 1. The _____ Law states that to disseminate knowledge and to put the books to maximum use.

- (A) first
- (B) second
- (C) third
- (D) fourth

Answer - (A) first

Q 2. A document providing a broader view of a subject is called ____.

- (A) Micro
- (B) Macro
- (C) pamphlet
- (D) phono-record

Answer - (B) Macro

Q 3. The success of any _____ depends upon the educated and enlightened citizens irrespective of their social status.

- (A) autocracy
- (B) democracy
- (C) fascism
- (D) monarchy

Answer - (B) democracy

Q 4. A library provides a _____ forum for social get-together within its premises.

- (A) wrong
- (B) right
- (C) individual



(D) group

Answer - (D) group

Q 5. Name the two implications of the Fifth Law of Library Science.

(A) Publicity and Open Access

(B) Library Location and Stack Room Guides

(C) Book Selection and Library Hours

(D) Library Building and Growth of Staff

Answer - (D) Library Building and Growth of Staff

Q 6. The sources from where we get information are called _____.

(A) Data sources

(B) Knowledge sources

(C) Information sources

(D) Secondary sources

Answer - (C) Information sources

Q 7. After the introduction of open access in libraries, the role of the _____ has taken the uppermost priority in libraries.

(A) Shelving

(B) Blocking

(C) Shifting

(D) Binding

Answer - (A) Shelving



Q 8. The back issues of periodicals are usually arranged _____ in the shelves.

- (A) year-wise
- (B) publisher-wise
- (C) alphabetically
- (D) country-wise

Answer - (C) alphabetically

Q 9. The need for organizing library material is to

- (i) maximize search capabilities for users.
- (ii) display the available resources and
- (iii) minimize physical, intellectual and _____ barriers.

- (A) Time
- (B) Language
- (C) Technical
- (D) Access

Answer - (A) Time

Q 10. Current awareness services, indexing and abstracting services, etc. fall under _____ services.

- (A) Reader Advisory
- (B) Circulation
- (C) Reference
- (D) Referral

Answer - (C) Reference

Q 11. _____ services are offered in response to requests from the users.

- (A) Anticipatory
- (B) Indexing



(C) Abstracting

(D) Responsive

Answer - (D) Responsive

OPTIONAL MODULE - A

Q 12. In the acronym 'POSDCORB', 'S' stands for:

(A) Shelving

(B) Staffing

(C) Stacking

(D) Sources

Answer - (B) Staffing

Q 13. _____ structure of job grades and pay ranges established within an organization.

(A) Salary

(B) Support

(C) Career

(D) Fringe

Answer - (A) Salary

Q 14. When users need the latest developments in their areas of interest on a regular basis, the need is known as _____.

(A) exhaustive information need

(B) everyday information need

(C) current information need

(D) catching-up information need

Answer - (C) current information need



Q 15. _____ section deals with membership work, issue and return work and work related to users requirements.

- (A) Acquisition**
- (B) Technical**
- (C) Periodical**
- (D) Circulation**

Answer - (D) Circulation

Q 16. The three primary checkpoints for the acquisition of library materials namely, availability of library funds, _____ and need of library users.

- (A) Use of reading material**
- (B) Use of library staff**
- (C) Use of library authorities**
- (D) Use of book publishers**

Answer - (A) Use of reading material

OPTIONAL MODULE - B

Q 12. _____ is the activity of obtaining information resources relevant to an information need from a collection resources.

- (A) Abstracting**
- (B) Knowledge**
- (C) Information retrieval**
- (D) Indexing**

Answer - (C) Information retrieval



Q 13. _____ indexes are usually found at the back of the book.

- (A) Book**
- (B) Subject**
- (C) Author**
- (D) Title**

Answer - (A) Book

Q 14. The intent of the _____ search is to acquire some information, assuming it is available on the internet.

- (A) Navigational**
- (B) Transactional**
- (C) Informational**
- (D) Truncation**

Answer - (C) Informational

Q 15. In _____ language, the terms are selected from the same document to describe its content.

- (A) free indexing**
- (B) vocabulary indexing**
- (C) controlled indexing**
- (D) natural indexing**

Answer - (D) natural indexing

Q 16. The _____ search is one where a search is conducted on a particular field of the database to get required information.

- (A) field based**
- (B) truncation**
- (C) limiting**



(D) full text

Answer - (A) field based

OBJECTIVE QUESTION - II

Q 17. Attempt the following questions:

(i) Name any two vital roles of the library.

Answer - Roles - (1) Assists in the spread of education (2) Preservation of knowledge and accumulation for future generations.

(ii) Name any two "Application of Ranganathan Laws to the Web" by Alireza Noruzi.

Answer - Web Rules Applications - (1) Web resources are for use (2) Every user his or her web resource.

Q 18. Fill in the blanks:

(i) Based on physical format, a documentary source may be either on _____ media or on _____ media.

Answer - (i) Paper-based, (ii) Other media

(ii) Multimedia includes text, together with pictures, _____ and _____.

Answer - (i) Audio (ii) Visual

Q 19. How many types of bibliographies are there? Give any two kinds of Bibliographies.

Answer - Bibliography is of three types - National bibliography, Trade bibliography and Subject bibliography.

Q 20. Match Column – I statements with the right option of Column – II:

Column - I

Column - II

(i) Film cards

(a) Binding

(ii) Collation

(b) Microfiche

Answer - (i) - (b), (ii) - (a)



Q 21. Differentiate between: Shelf list method and Accession Register method.

Answer - In the Shelf list method, books are checked with the shelf list cards, whereas in the Accession Register method, the accession number of books is marked in the stock register.

Q 22. What is the ephemeral value of periodicals?

Answer - The ephemeral value of periodicals is that they are useful only for a specific period, such as one year, after which they are weeded out.

Q 23. Fill in the blanks:

(i) The author of the e-book "Treasure Island" by _____ and publisher of "Oxford Reference Atlas for India and the World" _____.

Answer - (i) Robert Louis Stevenson, (ii) Oxford University Press

Q 24. List any four steps for computer-based searching.

Answer - Four steps of computer-based searching -

1. Understanding the subject
2. Connecting to the Internet
3. Selection of appropriate database
4. Formulation of search expression

Q 25. Fill in the blanks:

(i) DVD stands for _____.

Answer - Digital Versatile Disc

(ii) OPAC stands for _____.

Answer - Online Public Access Catalogue

Q 26. Write TRUE for correct statements and FALSE for incorrect statements:

(i) Abstracting service and Digest service are good examples of Condensation type services.

Answer - True



(ii) SDI service is a personalized current awareness service.

Answer - True

OPTIONAL MODULE - A

Q 27. Attempt the following questions:

(i) Describe the necessity of a circulation system in a library.

Answer - Circulation system: It is necessary for the smooth functioning of membership, issue/return of books, and reservation work.

(ii) List the training programs accessible for library professionals at different levels.

Answer - Training programmes: Certificate, Diploma, Bachelor's degree (B.L.I.S), Master's degree (M.L.I.S), M.Phil and Ph.D.

Q 28. Fill in the blanks :

(i) _____ interview is based on an interview schedule, which is in the form of a questionnaire.

Answer - Structured

(ii) _____ is done for major damages to the documents.

Answer - Binding

OPTIONAL MODULE - B

Q 27. Attempt the following questions:

(i) Explain the dictionary arrangement.

Answer - It is an arrangement in which words are organized alphabetically according to the script of the language (such as A to Z).

(ii) Define advanced search techniques.

Answer - A systematic search process carried out by using various parameters, operators and limits provided by the search engine for obtaining precise results.

Q 28. Match Column - I statements with the right option of Column - II:

Column - I

Column - II

(i) PubMed

(a) First Librarian



(ii) Melvil Dewey

(b) Database

Answer - (i) - (b), (ii) - (a)

SECTION – B

Q 29. Differentiate between clearing houses and data banks.

Answer - A clearing house provides information originating from different countries and languages through a single centre, prepares bibliographies and supplies copies of documents. Whereas, a data bank processes raw data related to a broader subject field, extracts its essence and keeps structured files ready to provide answers to queries.

OR

What are the implications of library staff as per the First and Fifth Law of Library Science?

Answer - According to the First Law, it is essential to have highly educated and trained staff in the library for dissemination of knowledge and maximum use of resources. According to the Fifth Law, the library is a growing organism, therefore continuous increase in staff and their training is necessary to serve the growing collection and readers.

Q 30. What do you understand by non-documentary sources?

Answer - Non-documentary information sources are those sources which are not recorded or documented in any physical form. This category mainly includes human beings (experts), organizations (research institutions), the Internet and mass communication media other than print such as radio and television.

Q 31. How do you access online sources of information?

Answer - To access online sources, internet connection and search engines such as Google and Yahoo are used. For specific information, OPAC, online databases such as PubMed, and library websites can be used. Registered user ID and password help in accessing information remotely.

Q 32. State the difference between a dictionary and an encyclopaedia.

Answer - A dictionary mainly provides information about the meaning, spelling, pronunciation and grammatical usage of words. On the other hand, an encyclopaedia provides a broad overview of a subject including detailed definitions, background, historical details and related facts.



Q 33. What is the Reader Advisory Service?

Answer - Reader Advisory Service is related to guiding readers in selecting suitable books according to their educational and recreational needs. Its main purpose is to create interest among readers in the use of libraries and develop good reading habits, especially in school and public libraries.

OR

Distinguish between reference and information service.

Answer - Reference service is a personal and traditional service in which readers are guided to locate documents or find materials on request. Information service is a modern and active service that focuses on providing precise information by anticipating the needs of readers.

Q 34. What are the different services offered under the category of Current Awareness service?

Answer - Under the category of Current Awareness Service, those services are included through which readers get information about new publications and latest information. These mainly include accession list, contents service of periodicals, Selective Dissemination of Information (SDI), and newspaper clipping service.

OPTIONAL MODULE - A**Q 35. What are the direct methods of library user studies?**

Answer - Direct methods of library user studies are those in which information is obtained directly from the users. These include written responses through questionnaires, oral information through interviews, details of daily activities through the diary method, and direct study of behaviour through observation.

Q 36. What do you understand by professional staff?

Answer - Professional staff are those who possess higher academic and professional qualifications in Library Science (such as MLIS/BLIS). They work at higher and middle levels of management and are responsible for planning, policy making, technical processing (classification/cataloguing), and performing complex reference services.

OPTIONAL MODULE - B**Q 35. What is a simple search technique?**

Answer - A simple search technique is a basic method of searching information on the Internet, in which the searcher enters only keywords into a search engine. This technique helps in finding information available in the title or text of documents even without understanding the complex behaviour or operators of the search engine.



Q 36. How is a subject index being created?

Answer - To create a subject index, first the subject matter of the document is analysed and concepts are identified. Then these concepts are translated into standard terms using controlled vocabulary such as subject heading lists or thesaurus, and finally arranged in alphabetical order.

Q 37. State any three purposes for which the Library is responsible as a social institution.

Answer - As a social institution, the library is responsible for the following three purposes -

1. **Promotion of continuing education:** The library provides resources to every individual in society, without any discrimination, for lifelong self-education and updating knowledge.
2. **Preservation of cultural heritage:** It preserves rare documents and the literary heritage of humanity for research and use by future generations.
3. **Social harmony:** The library provides a common platform for interaction and mutual understanding among different sections of society through community activities, discussions and group deliberations.

OR

Write a brief note on the implication of the Second Law of Library Science on the obligation of the State.

Answer - The Second Law of Library Science, "Every reader his book," imposes important responsibilities on the State. The primary duty of the State is to implement library legislation through which clear policies can be made for the establishment and development of public library systems. This includes imposing library cess, deciding grant amounts, and creating an integrated library framework (grid). It is the duty of the State to promote resource sharing and cooperation so that even readers in remote areas can get reading materials according to their needs.

Q 38. Examine the fundamental characteristics of a typical general newspaper.

Answer - The fundamental characteristics of a typical general newspaper are as follows -

1. **Timeliness and frequency:** They are published at fixed intervals such as daily, weekly or fortnightly, providing the latest information on current events.
2. **Varied content:** Besides news, they include informative articles, editorials, advertisements, entertainment material and features of public interest.
3. **Simple language and printing:** The language of newspapers is simple and suitable for the general educational level. They are usually printed on cheap paper (newsprint), making them economically accessible to the public.
4. **Wide purpose:** Their main objective is to inform, educate, influence and entertain readers.



Q 39. Enumerate the tasks conducted by the maintenance department.

Answer - The maintenance section is responsible for keeping the library collection active and organized. Its main functions are as follows -

- **Shelving and Re-shelving:** Arranging newly acquired materials and books returned by readers on the shelves in their proper order.
- **Cleaning and Safety:** Regular cleaning of the stack room, dusting, and protecting materials from insects, moisture and sunlight.
- **Repair and Binding:** Carrying out minor repairs of damaged books and sending them for binding in case of major damage.
- **Stock Verification and Weeding:** Checking stock from time to time to identify lost books and removing useless or worn-out materials from the collection.

OPTIONAL MODULE - A**Q 40. What are the various types of staff training?**

Answer - Various types of training programmes are adopted to improve the efficiency of library staff -

1. **In-service training:** Training given by senior staff to newly appointed employees to adjust them to the organizational environment and provide practical experience.
2. **Continuing education:** Short-term training programmes and workshops to keep pace with rapid technological changes and modern trends in the professional field.
3. **Formal higher education:** Facilities of degree, diploma or advanced professional courses for employees who wish to enhance their professional qualifications.
4. **Professional participation:** Participation in conferences and seminars for exchange of knowledge and experiences with other experts.

OPTIONAL MODULE- B**Q 40. Explain in brief the role of Boolean operators.**

Answer - Boolean operators ("AND", "OR" and "NOT") act as connectors in the process of information retrieval to make searching accurate and effective.

- **AND:** It connects two or more terms and shows only those results where all the words are present, making the search narrower and more precise.



- **OR:** It provides alternatives between search terms and retrieves all sources where any one of the words is present, thus widening the search.
- **NOT:** It is used to exclude a specific word from search results, thereby removing irrelevant material.

Q 41. How are libraries different from information centres? Explain.

Answer - The major differences between a Library and an Information Centre can be explained through the following table -

Library	Information Centre
1. These mainly provide macro-documents (complete books or journals).	1. These mainly provide micro-documents (specific information within documents).
2. The complete book related to information is provided to the reader.	2. Only exact and specific information from the document is provided.
3. General storage and arrangement of documents is done here.	3. Deep analysis, processing and presentation of documents are also done here.
4. Traditional services are mainly provided here.	4. Specialized services like indexing and abstracting are provided here.
5. These generally fulfill the educational needs of all kinds of readers.	5. These are mainly established to fulfill the specific information needs of specialists.

OR

What is the rationale for employing a classified arrangement of books to connect each book with its reader?

Answer - To fulfill the Third Law of Library Science, "Every book its reader," classified arrangement is essential. Its main rationale is that in this arrangement books are placed in a logical order according to their subject matter, so that books on closely related subjects appear together at the same place. This arrangement not only helps readers in finding the required book but also guides them to other resources available on the same subject. In an open access system, classified arrangement allows readers to select books freely according to their interests, thereby increasing the chances of every book being used and reaching its proper reader.

Q 42. What are the different types of information sources? List the categories of primary sources.

Answer - **Meaning of information sources:** The mediums through which information is obtained are called information sources. These include documents, persons, institutions and mass media.

Types of information sources -



1. **Documentary sources:** These include written sources such as books, periodicals, newspapers and reports. They are further divided into primary, secondary and tertiary sources.
2. **Non-documentary sources:** These include experts, organizations, research institutions, radio, television and the Internet.

Categories of primary sources: Primary sources are those in which original information is presented for the first time. Their major categories include primary periodicals, newspapers, technical reports, dissertations, conference papers, patents, standards, and trade and product bulletins.

OR

Differentiate between periodicals focused on indexing and those focused on abstracting.

Answer - Indexing journals and abstracting journals are both secondary information sources and act as guides to primary literature. The main differences between them are shown in the table below -

Indexing Journal	Abstracting Journal
1. It includes only important bibliographical details (author, title, journal name, etc.).	1. It includes bibliographical details along with a brief summary (abstract) of the article.
2. It only helps in identifying and locating the original document.	2. It helps the user decide whether it is necessary to read the full document or not.
3. It cannot act as a substitute for the original document.	3. Sometimes a well-prepared abstract acts as a substitute for the original article.
4. It only indicates the location of information.	4. It explains the content and relevance of the article in greater depth.

Q 43. What do you know about 'anticipatory services'? Enumerate any six categories of anticipatory services.

Answer - The services provided by anticipating the possible needs of readers before they make a demand are called anticipatory or active services. Their main purpose is to keep researchers updated amid the scattered and growing literature in fields such as science and technology. To provide these services, the information needs of readers are first assessed.

Six major categories of anticipatory services –



1. **Reading lists:** Reference lists prepared for students and teachers for specific subjects or competitive examinations.
2. **Accession List:** Providing fortnightly or monthly information about newly purchased books by the library.
3. **Table of Contents Service:** Dissemination of contents pages of the latest periodicals.
4. **Selective Dissemination of Information (SDI):** A computerized personalized service provided according to the interests of specific researchers.
5. **Press Clipping Service:** Cutting, organizing and distributing important news items from newspapers.
6. **Indexing and Abstracting Services:** Providing information at regular intervals for retrospective search and current awareness of researchers.

OR

Detail the varieties of services provided by a university library.

Answer - University libraries provide support in teaching, research and publication work of the university. The variety of services provided by them are as follows –

- **Basic Services:** These include issue-return (loan) service, reservation of documents and inter-library loan, which provide the facility of borrowing books from other libraries.
- **Reference Service:** Short-term and long-term personal assistance is provided to answer the complex research queries of readers.
- **Information Services:** Current Awareness Service (CAS), indexing and abstracting services are provided to keep researchers updated.
- **Technical Services:** Reprography (photocopying) and Document Delivery Service (DDS) are provided to supply copies of articles on readers' demand.
- **Special Programmes:** The library compiles subject-based bibliographies and organizes exhibitions during special occasions such as seminars or workshops.
- **Training:** Reader orientation programmes are organized to familiarize new students with the use of the library and its resources.





Thank you!



We hope you found this material helpful. We wish you the very best for your examination.



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