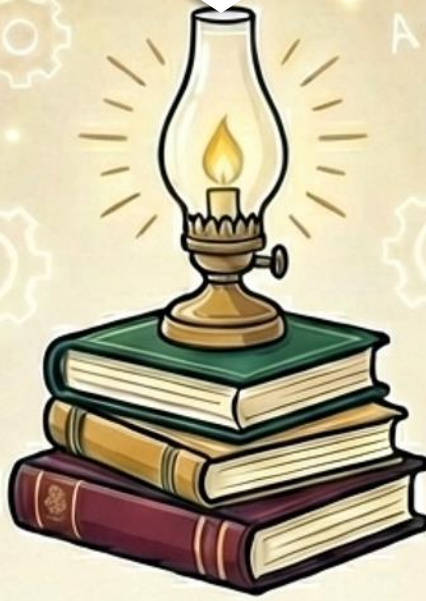




NIOS PYQ's SOLUTIONS

PREVIOUS YEARS' QUESTIONS & ANSWERS



APRIL-2025

Your Path to Success

SECTION – A

Q 1. The ____ law advocates an open access system, classified shelf arrangement, subject analytical entries, provision of reference services, publicity methods, extension services and book selection policy.

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

Answer - (C) third

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

- (A) macro
- (B) micro
- (C) pamphlet
- (D) phono-record

Answer - (A) macro

Q 3. ____ are the foundation in such an endeavour and can essentially be considered 'Universities of the People'.

- (A) Libraries
- (B) Clearing houses
- (C) Data banks
- (D) Data centres

Answer - (A) Libraries

Q 4. A library provides a/an ____ forum for social get-together within its

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



(D) group

Answer - (B) right

Q 5. Name the two implications of the first law of library science.

(A) Publicity and closed access

(B) The readers and library authority

(C) Book selection and library hours

(D) Library building and choice of books

Answer - (D) Library building and choice of books

Q 6. Vigyan Pragati is an example of

(A) popular periodical

(B) magazine

(C) newspaper

(D) scholarly periodical

Answer - (A) popular periodical

Q 7. ____ is the act of removing library books which are of no further use in

(A) Weeding

(B) Blocking

(C) Shifting

(D) Binding

Answer - (A) Weeding

Q 8. Proper ____ management is considered as a tool for measuring performance, satisfaction and realization of set goals of any library.

(A) circulation



(B) periodical

(C) shelf

(D) binding

Answer - (C) shelf

Q 9. ____ is concerned with maintaining or restoring access to artifacts.

(A) Preservation

(B) Acquisition

(C) Weeding

(D) Verification

Answer - (A) Preservation

Q 10. Responsive information services are also known as ____ information services.

(A) active

(B) dynamic

(C) passive

(D) referral

Answer - (C) passive

Q 11. ____ is a systematic search for published material on a specific topic.

(A) Online public access catalogue

(B) Literature search

(C) Responsive search

(D) Reference search

Answer - (B) Literature search



OPTIONAL MODULE -A

Q 12. Which of the following is not one of the five fundamental management functions?

- (A) Leading
- (B) Organizing
- (C) Budgeting
- (D) Controlling

Answer - (C) Budgeting (Budgeting is a part of POSDCORB, not one of Fayol's five functions of management.)

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

- (A) Salary
- (B) Support
- (C) Career
- (D) Fringe

Answer - (C) Career

Q 14. In the ____ method, the individuals to be studied are asked to keep a detailed record of their information-related activities.

- (A) diary
- (B) observation
- (C) questionnaire
- (D) interview

Answer - (A) diary

Q 15. ____ librarians are specially trained to audit libraries, serve as management consultants, and assist in resolving various library management challenges.

- (A) College
- (B) Technical
- (C) University



(D) Chartered

Answer - (D) Chartered

Q 16. The three primary checkpoints for the acquisition of library materials are availability of library funds, use of reading material, and ____.

(A) need of library staff

(B) need of library authorities

(C) need of library users

(D) need of book publishers

Answer - (C) need of library users

OR

OPTIONAL MODULE -B

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

(A) 1949

(B) 1950

(C) 1951

(D) 1952

Answer - (B) 1950

Q 13. ____ is the process whereby indexes and associated tools for the organization of knowledge are generated.

(A) Indexing

(B) Abstract

(C) Thesaurus

(D) Thesaurofacet

Answer - (A) Indexing



Q 14. ____ search aims to access a website for additional interaction or other activities.

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

Answer - (C) Transactional

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. ____ allows the searcher to define the distance of two terms from each other.

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

Answer - (B) Proximity search

Q 17. Attempt the following questions:

(a) Enumerate any two time-saving devices according to the fourth law of library science.

Answer – 1. Classified arrangement 2. Reference service



(b) Give any two forms of human thoughts.

Answer - 1. Manuscripts 2. Books

Q 18. Fill in the blanks:

(a) Information sources can be classified into two broad categories ____ and ____.

Answer - (i) Documentary (ii) Non-documentary

(b) Documentary sources can be further categorized based on their information ____ and ____.

Answer - (i) Subject matter (ii) Physical form (format)

Q 19. From which Latin word is the term 'index' derived, and what does it mean?

Answer - The term 'index' is derived from the Latin word 'Indicare', which means to indicate or to point out.

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

Column- I

Column- II

(a) The Digital Scholar (i) Robert Louis Stevenson

(b) Treasure Island (ii) Database

(c) ISO 2709 (iii) Standard

(d) INIS (iv) M. Weller

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

Q 21. Differentiate between the following :

(a) Journal and Electronic Journal

Answer - Journals are available in printed form, whereas electronic journals are distributed through the internet or electronic networks and are read on computers.



(b) Newspaper and Electronic Newspaper

Answer - Newspapers are printed on paper, whereas electronic newspapers are available only on web-based or online platforms.

Q 22. What are the responsibilities of stack management staff?

Answer - The main responsibilities of stack management staff are – keeping the materials properly arranged on shelves, maintaining the serial order, and ensuring the cleanliness of the shelves.

Q 23. Fill in the blanks:

(a) A ____ is defined as a written or printed literary work.

Answer - Book

(b) ____ are also referred to as serials or journals.

Answer - Periodicals

Q 24. List out four types of services provided under the current awareness services.

Answer - The four types of services provided under current awareness services are :

1. Accession list
2. Periodical contents service
3. Selective Dissemination of Information (SDI) service
4. Newspaper clipping service

Q 25. Fill in the blanks:

(a) Library user wants to have information on a particular topic as exhaustive as possible, the need is known as ____ need.

Answer - Exhaustive (Comprehensive)

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

Answer - Anticipatory

Q 26. Write 'True' for correct statements and 'False' for incorrect statements:

(a) The academic library serves the general public.



Answer - False (Academic libraries serve students and teachers of schools/colleges.)

(b) Active service means library staff provides the service in anticipation to keep users well-informed.

Answer - True

OPTIONAL MODULE-A

Q 27. Attempt the following questions:

(a) Give your understanding of 'professional staff'.

Answer - Professional staff are experienced and qualified persons who handle planning, policy-making, and technical activities.

(b) Name three levels of staff.

Answer - **The three levels of staff are:** 1. Top level 2. Middle level 3. Lower level

Q 28. Fill in the blanks:

(a) ____ is a people's profession.

Answer - Librarianship

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

Answer - Induction

OR

OPTIONAL MODULE-B

Q 27. Attempt the following questions :

(a) What are the two steps of subject indexing?

Answer - **The two stages of subject indexing** - 1. Subject analysis 2. Translation of concepts into vocabulary.

(b) Define subject cataloguing.

Answer - Subject cataloguing means the process of identifying what subject the material of a library is about and listing it under a uniform term.



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

Column—I

(a) Sears List of Subject Headings

(b) Range search

(c) Truncation search

(d) Proximity search

Column—II

(i) Conducted for different forms of a word having the same common root

(ii) Allows the searcher to define the distance of two terms from each other

(iii) Allows searchers to select records within certain data ranges

(iv) Minnie Earl Sears

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

SECTION – B

Q 29. Differentiate between a library and an information centre.

Answer - The main difference between a library and an information centre is in the form of documents and the method of providing information. A library provides whole books (macro documents) to its users, whereas an information centre provides specific documents or only exact and desired information from the documents.

OR

What are the implications of library staff as per the first and fifth law of library science?

Answer - According to the first law, the duty of staff is to provide personal help to readers in finding and using resources. According to the fifth law "Library is a growing organism", continuous increase in the number of staff and modern training is necessary for serving the growing collection and readers.

Q 30. How are periodicals classified into different types?

Answer - Periodicals are mainly divided into these classes on the basis of their nature and contents -



1. **Scholarly periodicals** : for research findings.
2. **Professional periodicals** : for industry and trade.
3. **Popular periodicals** : for educating the general public.
4. **Magazines** : for entertainment and practical information.

Q 31. Do you believe that standards are beneficial for businesses and help to promote trade?

Answer - Yes, standards promote businesses because they ensure the safety, quality and reliability of products. They help in developing globally acceptable products, by which international trade becomes easy and comparison between different products becomes easier.

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

Answer - Dictionary mainly gives information about the meaning, spelling, pronunciation and grammatical use of words. On the other hand, encyclopaedia is a compiled source which provides detailed definition of any subject, its description, historical background and broad overview.

Q 33. What is a 'ready reference service' and a 'long range reference service'?

Answer - Ready reference service is related to answering factual questions (what, where, when), in which the answer is given within a few minutes. Long range reference service is given to specialists and researchers, in which due to searching of detailed sources, it may take hours or weeks.

OR

What are reference services and referral services?

Answer - Reference service is a personal service in which direct help is given in answering the question of the reader or in finding the correct document. Referral service is given when the information is not in the library; in this the reader is directed towards those organizations or experts where the information is available.

Q 34. Enumerate the four features of information service.

Answer - **The four features of information service** -

1. It is a non-traditional service which emphasizes on providing information directly.
2. It is prepared in advance in anticipation of the needs of readers.
3. It is an active service where staff takes initiative to keep readers updated.
4. In this an effort is made to provide exact information instead of only giving documents.



OPTIONAL MODULE-A

Q 35. Explore how information literacy empowers individuals across diverse paths of life.

Answer - Information literacy gives individuals the ability to identify when they need information and how they can obtain and evaluate it effectively. It makes them able to find the best sources and identify reliable information, by which they become empowered to achieve personal and professional goals.

Q 36. List the different functions in the periodical section.

Answer - **The different functions in the periodical section -**

1. Receiving new issues, making stock entry and stamping them.
2. Displaying the issues on display racks and making them available in the reading room.
3. Doing correspondence with publishers or vendors for missing issues.
4. Collecting the issues of completed volumes and preparing them for binding.

OR

OPTIONAL MODULE-B

Q 35. How is a subject index created?

Answer - For preparing a subject index, the subject matter of documents is analysed. Its two main stages are -

- (1) Doing subject analysis to identify the concepts representing the document.
- (2) Translating them into controlled vocabulary (such as subject headings).

Q 36. Elucidate different types of term relationships in 'Library of Congress Subject Headings'.

Answer - In 'Library of Congress Subject Headings' (LCSH), four types of inter-relationships between terms are found -

1. **Equivalence relationship** : It is between terms having the same meaning.
2. **Hierarchical relationship** : It shows the relation between broader and narrower terms.
3. **Associative relationship** : It is between different subjects related to each other.
4. **General and specific references** : They help users in reaching the correct subject.



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 purposes -

1. **Help in lifelong self-education** : Library provides every individual opportunities and resources to get self-education throughout life even after formal education ends.
2. **Unbiased availability of information** : It makes knowledge and ideas accessible in balanced form for all sections of society without any discrimination (age, caste, religion, gender).
3. **Preservation of cultural heritage** : It is the main agency for preserving literary heritage and rare documents of mankind for future generations' research and knowledge.

OR

Write a brief note on the implication of the fifth law of library science.

Answer - The fifth law propounded by Dr. S. R. Ranganathan is - "Library is a growing organism". Its implication is that library is a living system in which continuous growth takes place. Its main aspects are -

- **Growth in collection** : Just as the body of a child grows, in the same way the size of new books and materials in the library keeps increasing continuously.
- **Growth in readers and staff** : With the growth of collection, increase in the number of readers using the library and skilled staff for serving them is also necessary.
- **Building and technology** : Keeping future growth in view, the planning of the library building should be flexible so that new furniture and modern technologies can be accommodated.

Q 38. How do you categorize non-documentary sources? List the categories of mass media with examples.

Answer - Non-documentary information sources are those sources which are not recorded or documented in any form. They are mainly classified into the following categories -

1. **Human** : such as subject experts or eyewitnesses.
2. **Organizations** : such as research institutions, universities and government departments.
3. **Mass media** : such as radio and television.
4. **Internet** : World Wide Web and social media.

Categories of mass media -

- **Radio** : news, local programmes and educational broadcasts.
- **Television** : news channels, science and technology channels (such as Discovery), and entertainment.



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

Answer - The maintenance section of the library is responsible for keeping the collection arranged and safe. Its main functions are as follows –

- **Shelving and re-shelving** : Keeping new books in their proper place and arranging again the books used by readers on the shelves.
- **Cleaning** : Doing regular cleaning of books and shelves to protect them from dust, moisture and insects.
- **Binding and repair** : Doing simple repair of damaged documents and sending them for binding.
- **Collection verification** : Checking stock from time to time so that lost books can be identified.
- **Weeding** : Removing old, useless and unused materials from the collection.

OPTIONAL MODULE-A**Q 40. Describe observation method and state how it is useful.**

Answer - Observation method is a way of direct data collection, in which the behaviour of persons is seen and recorded at the time it happens. It is a technique of getting information directly by the researcher.

Usefulness -

- In knowing how readers are actually using the library catalogue.
- In checking the level of use of reading room facilities and new books/journals kept in the display area.
- In assessing how much help the staff at the reference desk are able to provide to users.
- This method is comparatively cheaper and is free from the bias of self-reports given by users.

OR**OPTIONAL MODULE-B****Q 40. Explain the process of searching of information by search engine.**

Answer - The process of searching information by search engine is based on some scientific stages :

1. **Identification of need** : First it is made clear on which subject information is needed and it is prepared in the form of a search string.
2. **Development of search strategy** : In this the selection of suitable keywords and joining them through Boolean operators (AND, OR, NOT) is included.
3. **Implementation** : The search engine matches crores of web pages available in the database on the basis of input.



4. **Review and editing of results** : The relevance of the obtained results is checked and if needed the search is improved more by advanced search options.

Q 41. "Library as a social institution." Explain.

Answer - "Library is a social institution." Because it delivers knowledge and experiences to individuals in an organized way. According to Dr. S. R. Ranganathan, it is such a public institution whose responsibility is to take care of the library collection and make it available to those who need it.

Its main functions as a social institution are as follows -

- **Basis of continuous education** : Library provides opportunities for self-education throughout life after formal education is over, therefore it is also called "University of the People".
- **Unbiased availability of information** : It makes recorded ideas accessible in balanced form for all without any discrimination (age, caste, religion, gender).
- **Cultural upliftment** : Library helps in raising the cultural level of society and making enlightened citizens by developing reading interest.
- **Preservation of knowledge** : It is the main agency for preserving the literary heritage and rare documents of mankind for future generations.

OR

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

Answer - To fulfil the third law of library science "Every book its reader", classified arrangement is necessary. Its rationale is as follows –

- **Related subjects together** : In this arrangement, books of the same subject are at one place, by which the reader can easily get other supporting books of his interest.
- **Saving of time** : The reader does not have to wander in the whole collection, he can directly reach the class number of his subject.
- **Helpful in open access** : Classified arrangement encourages readers to choose books by themselves, by which the possibility of use of each book increases.



Q 42. How do you categorize documentary sources by physical form? List the categories with examples.

Answer - Documentary sources are classified into two main groups on the basis of their physical form -

- 1. Paper-based sources** : These may be printed or handwritten. Examples - books, newspapers, theses and manuscripts.
- 2. Sources based on other media** : For their use, machine media is required. Their categories are –
 - Audio : Audio cassettes, CDs.
 - Visual : Slides, photographs, video tapes.
 - Electronic/Magnetic : Magnetic tapes, hard disks.
 - Optical : CD-ROM, DVD, Blu-ray discs.
 - Microforms : Microfilm, microfiche.

OR

Differentiate between fundamental standards and technical standards.

Answer - Difference between fundamental standards and technical standards -

fundamental standards	Technical Standards
1. These standards ensure the basic conditions of scientific and technical practices.	1. These standards are related to the manufacturing of a product, specific processes or quality of materials.
2. Their relation is mainly with basic units of measurement like length, time and temperature.	2. Their relation is specially with industrial products, manufacturing methods and services provided.
3. In these quantitative laws of density, force and different kinds of energies are included.	3. In this attention is given to product safety, reliability and its specifications.
4. They provide a basic framework for scientific evaluation and technical practices.	4. They help in ensuring product quality and making it acceptable in international trade.

Q 43. What are the various steps involved in compiling a bibliography using e-databases?

Answer - The main stages of bibliography compilation through e-databases are as follows :

- 1. Understanding of subject and fixing the limit** : First the depth of the subject and time limit (old or latest) is decided.
- 2. Selection of database** : Choosing the suitable e-database (such as PubMed or EBSCO) according to the need.



3. **Formulation of search expression** : Changing the subject into search query through keywords and Boolean operators.
4. **Implementation and modification of search** : Running the search and making the query more exact on the basis of results.
5. **Selection and download of entries** : Selecting relevant references and saving them on local computer in the desired format (such as PDF or Text).

OR

How are library services categorized? Explain briefly any two responsive services.

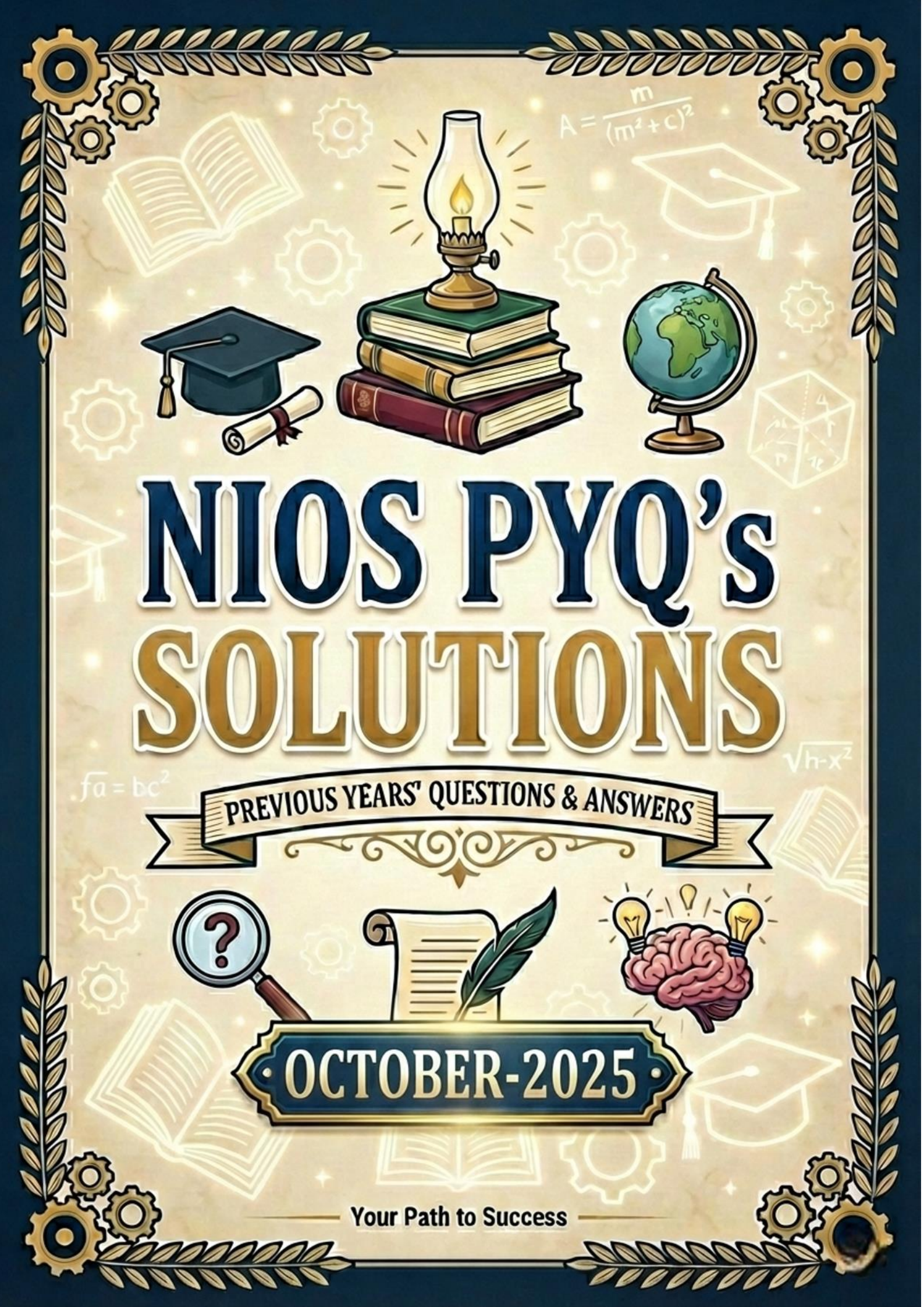
Answer - Library services are mainly divided into two categories -

1. **Responsive services** : These are given in response to the specific request or demand of readers.
2. **Anticipatory services** : These are provided before demand by estimating the possible needs of readers.

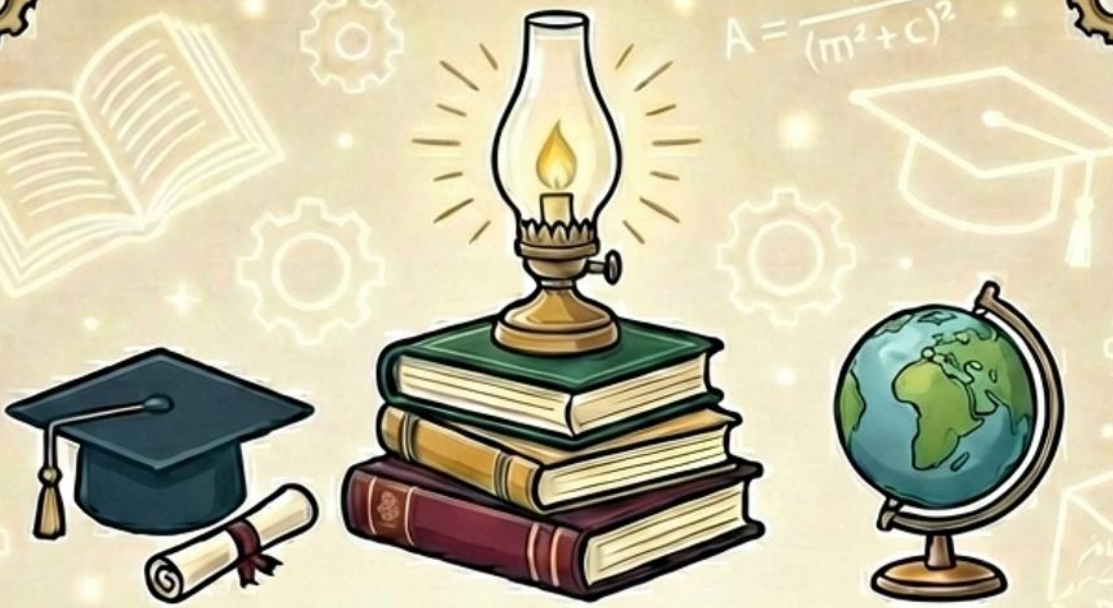
Description of two responsive services -

1. **Circulation service** : It is the process of lending and receiving books to registered members for a fixed period. For this specific rules are followed.
2. **Ready reference service** : In this answers to factual questions of readers are given within a few minutes through reference books (such as dictionary, encyclopaedia). Like telling the capital of a country.





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



NIOS PYQ's SOLUTIONS

$\sqrt{a} = bc^2$

$\sqrt{h-x^2}$

PREVIOUS YEARS' QUESTIONS & ANSWERS



OCTOBER-2025

Your Path to Success

SECTION – A

Q 1. Which of the following libraries is responsible to provide its services 'free of charge' without distinction of caste, creed or sex?

- (A) University library
- (B) College library
- (C) Public library
- (D) School library

Answer - (C) Public library

Q 2. SDI stands for

- (A) Select Detective Service and Information
- (B) Selective Dissemination of Information
- (C) Special Diary Information
- (D) None of the above

Answer - (B) Selective Dissemination of Information

Q 3. The first law of Library Science owes to

- (A) V. C. Vickery
- (B) Krishan Kumar
- (C) Edward B. Ross
- (D) S. R. Ranganathan

Answer - (C) Edward B. Ross

Q 4. How can the use of library be maximized?

- (A) Through reference service
- (B) Application of computers
- (C) User education



(D) Current awareness service

Answer - (C) User education

Q 5. Direct personal assistance to the user in getting his desired information/documents is called

(A) reference service

(B) user education

(C) SDI

(D) All of the above

Answer - (A) reference service

Q 6. ISO-2709 is related with

(A) standard for computer hardware

(B) standard for information processing

(C) standard for encoding data on CD-ROM

(D) standard for bibliographic record formats

Answer - (D) standard for bibliographic record formats

Q 7. Science Reporter, Vigyan Pragati and Science-ki-Duniya are popular journals/magazines published by

(A) DESIDOC

(B) INSDOC

(C) CSIR-NISCAIR

(D) NASSDOC

Answer - (C) CSIR-NISCAIR

Q 8. List of names, subjects, topics, etc., arranged alphabetically with an indication to exact location is called

(A) abstract



(B) index

(C) bibliography

(D) catalogue

Answer - (B) index

Q 9. In the library, if a reader is allowed to select books of his/her choice or interest among the books from open shelves, that system is known as

(A) close access system

(B) open access system

(C) circulation system

(D) book reservation system

Answer - (B) open access system

Q 10. DELNET stands for

(A) Delhi Library Network

(B) Developing Library Network

(C) Digital Library Network

(D) Dehradun Library Network

Answer - (B) Developing Library Network

Q 11. The Readers' Guide to Periodical Literature is an indexing periodical published every month by

(A) H. W. Wilson Company

(B) R. R. Bowker

(C) Whitaker

(D) Macmillan

Answer - (A) H. W. Wilson Company



OPTIONAL MODULE -A

(Management of Libraries)

Q 12. The process required for all such items which can no longer be put to use due to damage beyond repair or become outdated is

- (A) stock verification
- (B) stacking
- (C) weeding
- (D) shelving

Answer - (C) weeding

Q 13. In the library, which method revealed that existing library resources and services are not fully utilized by the users and stressed the need for training the users?

- (A) User studies
- (B) observation
- (C) Interview
- (D) Diary method

Answer - (A) User studies

Q 14. Who visualized library as a trinity of readers, books and staff?

- (A) S. R. Ranganathan
- (B) Henry Fayol
- (C) Luther Gulick
- (D) L. Urwick

Answer - (A) S. R. Ranganathan

Q 15. In the acronym 'POSDCORB', the letter 'D' stands for

- (A) Direction
- (B) Digital



(C) Document

(D) Directing

Answer - (D) Document

Q 16. Who has described the seven functions of managers referred to as the 'Elements of Management'?

(A) Ranganathan

(B) Henry Fayol

(C) Luther Gulick

(D) Both (B) and (C)

Answer - (D) Both (B) and (C)

OR

OPTIONAL MODULE-B

(Information Retrieval Systems)

Q 12. In the library, ____ is a tool which indicates the availability and location of library documents.

(A) index

(B) catalogue

(C) bibliography

(D) abstract

Answer - (B) catalogue

Q 13. The system of indexing in which terms are assigned by the indexer on the basis of the conceptual relations existing between them is called

(A) assigned indexing

(B) derived indexing

(C) indexing language

(D) vocabulary control

Answer - (A) assigned indexing



Q 14. The arrangement where numbers are organized in ascending or descending order is called

- (A) classified arrangement
- (B) dictionary arrangement
- (C) numeric arrangement
- (D) shelving

Answer - (C) numeric arrangement

Q 15. AND, OR and NOT simple word are used as conjunctions to combine or exclude keywords. They are known as

- (A) syntactic value
- (B) Boolean operator
- (C) semantic value
- (D) None of the above

Answer - (B) Boolean operator

Q 16. ____ is a search engine that automatically submits your keyword search to several other search tools, and retrieves results from all their databases.

- (A) Meta-search engine
- (B) Internet
- (C) Google
- (D) Browser

Answer - (A) Meta-search engine

Q 17. Answer the following questions :

(a) Define E-sources of information.

Answer - E-sources of information (electronic sources) are those sources which require a computer, software, and often an internet connection to access. These can be offline (such as CD-ROM) or online (such as e-journals, databases).



(b) Write down any two limitations of E-sources of information.

Answer - Two limitations of E-sources of information are –

1. Their use requires the maintenance of expensive resources such as computers, internet, and software.
2. Users and staff need special computer training to make effective use of them.

Q 18. Fill in the blanks :

(a) A library is responsible for collecting, organizing and storing all kinds of ____ and ____ for providing efficient services to users.

Answer - (i) print (ii) non-print

(b) ____ is a document that provides set of rules for ensuring quality of a product, process or a service.

Answer - Standard

Q 19. Answer the following questions :

(a) Define the implication of open access in the third law of Library Science.

Answer - In the third law ("Every book its reader"), Open Access means that readers have the freedom to select books themselves from the shelves, which increases the possibility of book usage and also increases the chances of readers getting the material of their choice.

(b) Give the names of the two types of standard.

Answer - The names of the two types of standards are - 1. Basic Standard 2. Technical Standard

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

Column—I

Column—II

- | | |
|--------------------------|-------------------------------|
| (a) Print material | (i) Non-print material |
| (b) Slides | (ii) Dissertations and theses |
| (c) Electronic resources | (iii) Audio-visual materials |
| (d) Instructional media | (iv) E-databases |

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



Q 21. Differentiate between the following :**(a) Indexing periodicals and Abstracting periodicals**

Answer - Indexing periodicals provide only the bibliographical details of an article (author, title, source) so that it can be identified, whereas abstracting periodicals provide a brief summary (Abstract) of the subject matter of the article along with the bibliographical details.

(b) National bibliography and Trade bibliography

Answer - National bibliography is a list of all official publications published in a nation (such as INB), whereas trade bibliography is a list of available books prepared by publishers or sellers for the purpose of increasing sales.

Q 22. Fill in the blanks :

(a) ____ card is used to verify the availability of documents on the shelves.

Answer - Shelf List

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

Answer - Stock Verification

Q 23. Fill in the blanks :

(a) Technical reports are ____ sources of information.

Answer - Primary

(b) A ____ is a gathering/meeting sponsored or organized by a learned body where information is exchanged or discussed by experts in a particular subject or field.

Answer - Conference

Q 24. Answer the following questions :

(a) Give the full form of CD-ROM.

Answer - Compact Disc Read Only Memory

(b) How is CD-ROM useful for library?

Answer - It is useful for storing a large amount of information (about 3,25,000 pages) in less space and for searching it quickly in digital form.



Q 25. Fill in the blanks :

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

Answer - Passive Information Services

(b) ____ is a personalized service which is provided in response to the request from the user.

Answer - Reference Service

Q 26. Write 'True' for correct statements and 'False' for incorrect statements (any two) :

(a) Popular periodicals are devoted to particular subject area and contain articles on that subject written in simple language.

Answer - True

(b) Public libraries are meant for general public who do not have specialized knowledge of a particular subject.

Answer - True

(c) Newspaper clipping service is a kind of current awareness service.

Answer - True

(d) Newspaper clipping service is particularly useful for journalists and specialist writers to contribute on current affairs in any field.

Answer - True

OPTIONAL MODULE-A

(Management of Libraries)

Q 27. Answer the following questions :

(a) What do you understand by induction?

Answer - Induction (Orientation) is the process through which a new employee or user is made familiar with the library environment, rules, resources, and services so that they can adjust themselves properly.

(b) Write any two names of the different categories of library staff.

Answer - Any two names of the different categories of library staff are –



1. Professional staff
2. Semi-professional staff

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

(a) A questionnaire is a ____ schedule of questions, intended to be answered in writing.

Answer - Structured

(b) Questionnaire should be ____ as possible, without compromising the aim of the study.

Answer - Short / Brief

(c) Those questions in which the question itself is standardized but the response is left blank are called ____.

Answer - Open-ended

(d) Questionnaire should be ____ carefully.

Answer - designed

OR

OPTIONAL MODULE-B

(Information Retrieval Systems)

Q 27. Answer the following questions :

(a) Give the names of any two different types of index.

Answer - Two different types of index are – 1. Author Index 2. Subject Index

(b) What do you understand by the term 'library catalogue'?

Answer - A library catalogue is a systematic list of all the documents available in the library, which works as the only key to indicate their location and availability.



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

Column—I

Column—II

- | | |
|--|----------------------------------|
| (a) Windows to the library collection | (i) Dictionary catalogue |
| (b) Headings are in alphabetical order | (ii) Catalogue |
| (c) Sears list of subject headings | (iii) Hierarchical relationships |
| (d) Library of Congress subject headings | (iv) NT, BT, RT |

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

Q 29. What do you understand by responsive services? Give any two examples of responsive services.

Answer - Responsive services, also known as Passive Information Services, are those services which are provided in response to the specific requests or demands of library users. These services are given when the reader himself contacts the library.

Examples:

1. **Reference Service** – Providing answers to factual questions of readers.
2. **Literature Search** – Searching published material on a specific subject at the request of the reader.

OR

Briefly explain the need to organize library material.

Answer - The need to organize library material arises due to the following reasons –

- So that readers can easily and quickly find the required material.
- To effectively display the available resources so that their maximum use can be ensured.
- To save the time of readers and staff and to reduce physical and intellectual barriers.

Q 30. What is periodical? Mention any two names of periodicals.

Answer - A periodical is a publication that is issued under the same title at regular intervals such as weekly, monthly, or quarterly, and is intended to continue indefinitely. It contains a collection of research articles or information written by different authors.



Examples:

1. Indian Journal of Experimental Biology
2. Science Reporter

Q 31. Give two examples of public library.

Answer - Public libraries are institutions that provide services to all sections of society without any discrimination. Two examples are as follows –

1. State Central Library
2. District Library

Q 32. Write a brief note on the implications of the second law on Library Science.

Answer - The second law of Library Science is "Every reader his/her book." Its implication is that library services should be equally available to all readers. The state should make arrangements for library legislation and finance. At the same time, the staff should understand the interests of readers and help them in getting the appropriate books.

Q 33. Differentiate between patents and standards.

Answer - A patent is a special right granted by the government on a new invention, product, or process, due to which no other person can use it without permission. On the other hand, standards are documents of rules that determine quality, safety, and usability. A patent protects an invention, whereas standards ensure uniformity.

OR

What is primary sources of information? How is it different from secondary sources of information?

Answer - In primary sources of information, original information is published or recorded for the first time, such as research reports and patents. On the other hand, secondary sources of information are based on primary sources. Primary sources are scattered and difficult to search, whereas secondary sources organize them in the form of abstracts, indexes, etc.

Q 34. Explain the role of inter-library loan service in the library.

Answer - Inter-library loan service plays an important role in fulfilling the information needs of readers in a library. When the required book or document is not available in one library, this service helps in obtaining that



material from another library. It provides readers with access to more resources and increases cooperation among libraries.

OPTIONAL MODULE-A

(Management of Libraries)

Q 35. Explain the term 'everyday information need'.

Answer - Everyday Information Need refers to the specific information required by readers to carry out their day-to-day activities. This need is usually for factual information which can easily be found in general reference books such as dictionaries or almanacs.

Q 36. Explain the main function of every library doing in their routine day.

Answer - A library regularly performs the following main functions –

- **Acquisition** – Selecting and purchasing new materials according to the demands of readers.
- **Technical Processing** – Classifying and cataloguing documents.
- **Circulation** – Issuing books to readers and receiving them back.
- **Maintenance** – Shelving, dusting, repairing, and maintaining the proper arrangement of the collection.

OR

OPTIONAL MODULE-B

(Information Retrieval Systems)

Q 35. Information retrieval system is a 'system' which retrieves information'. Explain.

Answer - Information Retrieval System (IRS) is a group of components and processes that perform the work of storing, organizing, and searching information. This system matches the user's query with the stored database and retrieves the relevant documents or information. Its main objective is to provide the right information at the right time.

Q 36. Write the names of any two storage mechanisms used in information retrieval.

Answer - Two major storage mechanisms used in information retrieval are as follows:

1. **Dictionary Arrangement** – Arranging words in alphabetical order.



2. Classified Arrangement – Organizing material according to classification numbers on the basis of subjects.

Q 37. What is stock verification? Mention the techniques used by libraries while they use doing stock verification process.

Answer - Stock Verification is a systematic checking of the library collection, the purpose of which is to find out how many books are actually available according to the records (such as accession register) and how many are missing. It also helps in repairing damaged books and updating records.

The major techniques of stock verification are as follows –

- 1. Manual** – In this method, physical counting is done by staff without computers, such as the shelf list card method or accession register method.
- 2. Semi-automated** – In this method, computers are used partially.
- 3. Automated** – In this method, the entire process is carried out digitally by using library management software.

OR

What do you understand by the term 'library material'? List the various forms of printed material available in the libraries.

Answer - Library Material refers to all records of human knowledge that are acquired in a library for collection, use, and preservation for the future. This material may be in printed (paper-based) or non-printed (electronic/digital) form.

The various forms of printed material available in libraries are as follows –

1. Books
2. Periodicals / Journals
3. Newspapers
4. Reference Books
5. Thesis / Dissertations
6. Standards
7. Patents
8. Maps and Atlas
9. Reports



Q 38. What do you understand by non-print material? Mention the variety of non-print materials available in various forms.

Answer - Non-print material includes all those sources of information which are not printed on paper and generally require some mechanical medium (such as a computer or projector) for use. These materials ensure compact storage and quick access to information.

The major non-print materials are as follows –

- **Audio-Visual Materials** – Audio and video cassettes, CD-ROMs, DVDs, motion pictures (films), and photographs.
- **Electronic Resources (E-resources)** – E-books, e-journals, e-databases, and digital library projects.
- **Microforms** – Microfilm and microfiche, which are used for preserving rare documents.
- **Electronic Media** – Magnetic tapes, disks, and Blu-ray discs.

Q 39. What is CAS? Briefly explain the services offered under the CAS.

Answer - CAS (Current Awareness Service) is a continuous service provided to keep readers updated about new developments and current events in their area of interest.

The major services offered under CAS are as follows –

- **Accession List** – Providing readers with regular information about the latest books received in the library.
- **Contents Page Service** – Sending copies of the contents pages of the latest journals to readers.
- **Selective Dissemination of Information (SDI)** – A personalized computerized service that provides only relevant information according to the specific research interest of the reader.
- **Newspaper Clipping Service** – Cutting and classifying important news from newspapers and making it available to readers.

OPTIONAL MODULE-A

(Management of Libraries)

Q 40. Explain the recruitment procedure steps implemented by any institution while they recruit.

Answer - The following steps are followed in the recruitment process for appointing efficient staff in an institution –

1. **Advertisement** – Applications are invited by publishing information about vacant posts in newspapers, professional journals, or on the internet.



2. **Selection and Screening** – The received applications are examined according to the requirements of the post. If necessary, a written examination is conducted to shortlist the candidates.
3. **Personal Interview** – Shortlisted candidates are called for an interview to assess their skills, behavior, and suitability.
4. **Appointment and Induction** – Selected candidates are given appointment letters, and through *Induction* they are introduced to the rules and environment of the institution.

OR

OPTIONAL MODULE-B

(Information Retrieval Systems)

Q 40. Explain the various types of indexes.

Answer - An Index is a systematic guide for accessing the contents contained in a collection. Its main types are as follows –

- **Author Index** – In this, entries are arranged alphabetically according to the names of authors so that material can be searched through the author.
- **Title Index** – In this, the titles of documents are arranged in alphabetical order.
- **Subject Index** – In this, terms representing concepts or subjects are arranged alphabetically so that information on a specific subject can be obtained.
- **Book Index** – This is usually found at the end of a book, where important topics and names mentioned in the book are listed along with their page numbers.

Q 41. Explain the non-documentary sources of information with their types.

Answer - Non-documentary (non-recorded) sources of information are those sources which are not written down or recorded in any physical form. These sources play an important role in providing immediate and up-to-date information. Their main types are as follows –

- **Human** – Experts or ordinary people who share information that is not available in written form, such as an expert's opinion or an eyewitness account of an event.
- **Organizations** – Educational institutions, research organizations, and government departments that provide authentic and reliable information in their specific fields.
- **Mass Media** – Media such as radio and television that directly broadcast news, entertainment, and educational programs to the public.



- **Internet – A digital and interactive medium of sharing information through the World Wide Web (WWW).**

OR

What are the steps followed in organizing the library material? Explain.

Answer - Library material is organized in such a way that readers can easily and quickly find the required information. The main steps are as follows –

1. **Acquisition** – First, the needs of the library are determined, and the material is selected and purchased.
2. **Collection Development** – Accepting the supplied material and preparing proper records of the acquired materials.
3. **Technical Processing** – Classifying and cataloguing the new material so that it can be identified.
4. **Physical Processing** – Stamping the documents, pasting labels, and preparing them for display.
5. **Maintenance** – Arranging the material on shelves and ensuring their cleaning, repair, and safety.

Q 42. “Dr. S. R. Ranganathan visualized library as a ‘trinity’.” In the light of the given statement, describe the components of a library system.

Answer - “Dr. S. R. Ranganathan visualized the library as a ‘trinity’.” According to him, a library comes into existence only when its three main components – books, readers, and staff – interact with each other.

- **Books (Storehouse of Knowledge)** – This includes different forms of information sources such as printed books, journals, and electronic media.
- **Readers (Knowledge Seekers)** – Different groups of society such as students, teachers, researchers, and the general public who use the library for their needs.
- **Staff (Facilitators)** – Library staff act as a link between knowledge and readers. They provide information to readers through technical services and direct assistance.

With the coordination of these three, the library functions as a *social institution* and provides lifelong self-education.

OR

Explain the activities performed by the maintenance section inside the library.

Answer - The maintenance section is the backbone of keeping the library collection active and useful. Its main activities are as follows –



- **Shelving and Re-shelving** – Placing new books in their assigned place and rearranging them after use by readers.
- **Cleaning** – Regular dusting and cleaning of the collection and stack room.
- **Repair and Binding** – Doing minor repairs of damaged documents or sending them to the binder for longer life.
- **Stock Verification** – Systematic checking of stock from time to time to identify missing books.
- **Security and Weeding** – Removing outdated or irreparable materials and protecting the collection from insects and moisture.

Q 43. What are the methods used in the library for shelving the books?

Answer - The main methods used for arranging documents on shelves for use are as follows –

- **Classified Order** – This is the best and most commonly used method in which books are arranged according to their call number.
- **Divided Order** – In this method, reference books, fiction, and special collections are kept in separate groups according to their specific nature.
- **Special Order** – Books are arranged separately according to their size (large, small, or normal).
- **Accession Number Order** – In small libraries, books are arranged according to the order in which they are received in the library (Accession Number).
- **Alphabetical Method** – In this method, books are arranged alphabetically according to the author's name or title, which is especially useful for fiction.

OR

Define stacking with their methods.

Answer - Stacking refers to the row-wise arrangement of shelves (wooden or iron) for the physical storage of books in the library so that space can be properly utilized. Its main methods are as follows –

- **Fixed Stacks** – These consist of fixed shelves in two rows where materials are arranged.
- **Hinged Stacks** – In this method, two shelves are joined together, one end being attached with hinges so that it can be opened when required.
- **Rolling Stacks** – These are usually made of iron and have wheels at the bottom, which allow them to be moved and placed together.
- **Compact Stacks** – This consists of a unit of three stacks, which is highly useful in increasing storage capacity in limited space.
- **Multi-tier Stacks** – Used in large libraries, this method has stacks extending directly from floor to ceiling, making maximum use of vertical space.





Thank you!



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



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