

CBSE | DEPARTMENT OF SKILL EDUCATION

LIBRARY & INFORMATION SCIENCE (SUBJECT CODE 836)

Sample Question Paper for Class XII (Session 2020-2021)

Max. Time: 3 Hours

Max. Marks: 70

PART A - EMPLOYABILITY SKILLS (10 MARKS):

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

PART B - SUBJECT SPECIFIC SKILLS (60 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	5 MARKS EACH	
1.	Library Management	8	1	1	2	12
2.	Organization of Library Resources: Advanced	8	1	1	1	11
3.	Library and Information Services	8	1	1	1	11
4.	Computer Applications in Libraries :Advanced	6	0	0	1	07
5.	Communication Skills	2	2	0	0	04
TOTAL QUESTIONS		36	6	3	5	50
NO. OF QUESTIONS TO BE ANSWERED		31	Any 4	Any 2	Any 3	
TOTAL MARKS		1 x 31 = 31	2 x 4 = 8	3 x 2 = 6	5 x 3 = 15	60 MARKS

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Max. Time: 3 Hours

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General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **25 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 19 =) 25 questions, a candidate has to answer (6 + 12 =) 18 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (35 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (35 MARKS):**
 - i. This section contains 19 questions.
 - ii. A candidate has to do 12 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	Which of the following is not an example of nonverbal communication? a) Gestures b) Language (sound) c) Body Language d) Sign Language	1
ii.	Steps for Active Listening are _____ a) CONTACT and ABSORB b) REFLECTIVE FEEDBACK and CONFIRM c) Both (a) and (b) d) None of the above	1
iii.	Self- motivation is important because _____ a) It increases individual's energy and activity b) It decreases individuals energy and activity c) It increases the negativity d) None of the above	1
iv.	Which of the following shortcut keys are used to select the entire worksheet _____ a) CTRL+X b) CTRL +S c) CTRL+A d) CTRL + C	1
v.	A formula in calc always starts with ____ a) An equal to (=) sign b) An operator (+) sign c) A parenthesis d) None of the above	1
vi.	UNEP stands for _____ a) United Nation Education Programme b) United Nation Environment Programme c) United Nation Energy Programme d) None of the above	1

Q. 2	Answer any 7 out of the given 8 questions (1 x 7 = 7 marks)	
i.	Examples of serials are _____ a) Textbooks, Reference Books etc. b) Newspapers, Journals, periodicals etc. c) Reports, Committee Reports etc. d) Microfiches, slides etc.	1
ii.	Trinity in Library refers _____ a) Books, Book Shelves and computer b) Books, Readers and computer c) Books, Readers and Library staff d) Books, Library staff and computer	1
iii.	RFID stands for a) Radio Frequency Identification b) Radio Frequency Identity c) Radio Frequency Index d) None of the above	1

iv.	IFLA stands for a) The International Federation of Library Associations and Institutions b) The International Federation of Library Association c) Indian Federation of Library Association d) None of the above	1
v.	The act of removing books, which are not of any further use in the Library is called_ a) Stock verification b) Weeding c) Book Shelving d) None of the above	1
vi.	The checking of library's holdings for finding out missing items in the collection is called_____ a) Stock verification b) Weeding c) Book shelving d) None of the above	1
vii.	Lending of resources is the function of _____ a) Acquisition Section b) Circulation Section c) Periodical Section d) Binding Section	1

Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Collection development is the function of a) Acquisition Section b) Circulation Section c) Technical Section d) Binding Section	1
ii.	A technique, which helps in the proper organisation and arrangement of documents and information in a systematic manner, so that the user can use sources of information effectively, is called_____ a) Library Classification b) Library Cataloguing c)Library Maintenance d) None of the above	1
iii.	The five fundamental categories are_____ a) Personality, Matter, Energy, Space and Times b) Personality, Money, Energy, Space and Time c)Person, Money, Energy, Space and Times d) None of the above	1
iv.	In APUPA system, APUPA stands for a) Alien Personality Umbral personality Alien b) Alien Pennumbral Umbral Pennumbral Alien c)Alien Property Umbral Property Alien d) None of the above	1
v.	The Sixth edition of Colon Classification is divided into _____ Parts. a) 2 b) 3	1

	c) 4 d) 5	
vi.	19 th edition of Dewey Decimal Classification Scheme was published in _____ a) 1979 b) 1978 c) 1977 d) 1976	1
vii.	ISBD Stands for _____ a) International standard Book Description b) International standard Bibliographic Description c) Indian standard Book Description d) Indian standard Bibliographic Description	1

Q. 4	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Call Number Consist of _____ a) Class No. b) Book No. c) Collection No. d) All of the above	1
ii.	AACR 2R provides _____ levels of description for different areas for a document depending upon the nature and size of the library. a) 2 b) 3 c) 4 d) 5	1
iii.	The Services provided in anticipation of the needs of the library users are known as_ a) Responsive information services b) Passive information services c) Active information Services d) None of the above	1
iv.	The process of sharing materials between libraries is _____ a) Inter Library Loan b) Reference Services c) Referral Services d) None of the above	1
v.	The Concept of selective Dissemination of information was originally given by____ a) Dr. S.R. Ranganathan b) Hans Peter Luhn c) Melville Louis Kossuth Dewey d) None of the above	1
vi.	OPAC Stands for ____ a) Online Public Access Catalogue b) Off-line Public Access Catalogue c) Online People Access Catalogue d) Off-line People Access Catalogue	1

Q. 5	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	A Collection of records with details of different data items which may be numeric, textual or image based and have the facility to search is called____ a) Internet b) OPAC c) Database d) None of the above	1
ii.	The Practice of storing regularly used computer data on multiple servers that can be accessed through the Internet is known as ____ a) Web OPAC b) Database c) Cloud Computing d) None of the above	1
iii.	The method of broadcasting live audio and video in real-time, to audiences all over the world via the internet is called _____ a) Web casting b) Cloud Computing c) Web OPAC d) Online Question and answer Service	1
iv.	Advantages of Library Automation is/are____ a) It improves the quality, speed and effectiveness of services b) Relieves professional staff from clerical work c) Makes it accessible to remote users d) All of the above	1
v.	SOUL Software is developed by _____ a) INFLIBNET b) DESIDOC c) NISCAIR d) None of the above	1
vi.	KOHA is a/an_____ a) Commercial Software b) Open Source Software c) Close Source Software d) None of the above	1

Q. 6	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Which of the following is not a part of Serial control module in library software? a) Kardex management b) Back Volume Management c) Routing d) Backup and restoration	1
ii.	Automated Circulation module does not includes ____ a) Information about the loan b) Information about borrower c) Information about the resources being borrowed d) Information about the library	1
iii.	Social Networking tools are used for _____ purpose. a) Discussion and promotion of Library Services b) Issue/Return of documents c) Cataloguing of books d) All of the above	1
iv.	Which of the following is not kept under group of human factors for barriers of	1

	communication? a) Linguistic barrier b) Psychological barriers c) Technological barrier Intellectual or knowledge barrier	
v.	A communication in which the Source is one and the receivers are many is called __ a) Mass Communication b) Inter personal Communication c) Intra personal Communication None verbal Communication	1
vi.	Activities carried out by a library to reach out to the users who might otherwise be unaware of the resources and services is known as _____ a) Bibliographic Services b) Audio visual services c) Library extension services d) Document delivery services	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills. (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 7	What is communication? Name the different type of communication.	2
Q. 8	Name of the four steps to Active Listening?	2
Q. 9	Write two features of self-motivation?	2
Q. 10	Write the four common personality disorders?	2
Q. 11	List four common fears seen in Entrepreneurs?	2

Answer any 4 out of the given 6 questions in 20 – 30 words each (2 x 4 = 8 marks)

Q. 12	What is stock Verification? List two methods of Stock Verification.	2
Q. 13	Write the connecting symbol of following fundamental categories which are used to distinguish them in a class number: a) Personality b) Matter c) Energy d) Space	2
Q. 14	Differentiate between Responsive Services and Anticipatory Services?	2
Q. 15	Explain the simple model of Communication Process?	2
Q. 16	Differentiate between Intrapersonal and Inter-personal Communication?	2
Q. 17	What is an Application software? Give two example?	2

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

Q. 18	Differentiate between Job Analysis and Job Evaluation?	3
Q. 19	Explain Call Number?	3
Q. 20	Discuss the two categories of Current Awareness Services?	3

Answer any 3 out of the given 5 questions in 60– 90 words each (5 x 3 = 12 marks)

Q. 21	Briefly explain the mode of acquisition of Information Sources in the Library?	5
Q. 22	Discuss the steps for translating the title of the document to appropriate Class Number in Library Classification?	5
Q. 23	Briefly explain the Selective Dissemination of Information Services (SDI)?	5
Q. 24	Discuss the method for acquiring periodicals in a Library?	5
Q. 25	Explain Proprietary Software and open source software. Give examples.	5