

CBSE | DEPARTMENT OF SKILL EDUCATION

Library and Information Science (SUBJECT CODE -836)

MARKING SCHEME FOR CLASS XII (SESSION 2022-2023)

Max. Time: 3 Hours

Max. Marks: 60

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains 18 questions.
 - ii. A candidate has to do 11 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)				
i.	Answer: All of the above	Employability Skills	2	23	1
ii.	Answer: Negative feelings	Employability Skills	2	34	1
iii.	Answer: Ctrl+I	Employability Skills	3	55	1
iv.	Answer: Left, Right and Justified	Employability Skills	3	71	1
v.	Answer: Entrepreneurial	Employability Skills	4	78	1
vi.	Answer: First generation entrepreneurs	Employability Skills	4	84	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)				
i.	Answer: Users' information need and Available resources within the Library.	Library Management	Chapter 1 Unit 1 A	5	1
ii.	Answer: 2000 volumes	Library Management	Unit 1 A	13	1
iii.	Answer: Radio Frequency Identification	Library Management	Unit 1 A	16	1
iv.	Answer: Books are arranged on the shelves	Library Management	Unit 1A	17	1

v.	Answer: Circulation Section	Library Management	Unit 1C	47	1
vi.	Answer: Revenue and expenditure	Library Management	Unit 1 C	34	1
vii.	Answer: 5"×3"	Library Management	Unit 1C	53	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)				
i.	Answer: like entities and unlike entities	Organization of Library Resources	Chapter 2 Unit 1	69	1
ii.	Answer: colon (:)	Organization of Library Resources	Chapter 2 Unit 1	73	1
iii.	Answer: overline book number	Organization of Library Resources	Chapter 2 Unit 1	77	1
iv.	Answer: Book Number	Organization of Library Resources	Chapter 2 Unit 1	77	1
v.	Answer: Raw Title	Organization of Library Resources	Chapter 2 Unit 1	73	1
vi.	Answer: in anticipation	Library & Information Services	Chapter 3 Unit 1	98	1
vii.	Answer: Samuel Swett Green	Library & Information Services	Chapter 3 Unit 1	98	1
Q. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	Answer: Reponsive Services and Anticipatory services.	Library & Information Services	Chapter 3 Unit 1	98	1
ii.	Answer: Referral Service	Library & Information Services	Chapter 3 Unit 1	101	1
iii.	Answer: Hans Peter Luhn	Library & Information Services	Chapter 3 Unit 1	103	1
iv.	Answer: Webcasting	Library & Information Services	Chapter 3 Unit 2	111	1
v.	Answer: Listserves	Library & Information Services	Chapter 3 Unit 2	110	1
vi.	Answer: Database	Library & Information Services	Chapter 3 Unit 2	114	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	Answer: Operating system software	Computer Application in Libraries	Chapter 4 Unit 1	123	1
ii.	Answer: Application Software	Computer Application in Libraries	Chapter 4 Unit 1	124	1
iii.	Answer : e-Granthalaya	Computer Application in Libraries	Chapter 4 Unit 1	131	1
iv.	Answer : Katipo Communication Limited, wellington, New Zealand	Computer Application in Libraries	Chapter 4 Unit 1	132	1
v.	Answer: ii. Linux	Computer Application in Libraries	Chapter 4 Unit 1	135	1
vi.	Answer : Koha 21.05 (Given in Book)/or Koha 21.11	Computer Application in Libraries	Chapter 4 Unit 1	132	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
i.	Answer : Proprietary Software	Computer Application in Libraries	Chapter 4 Unit 1	130	1

ii.	Answer: Latin word 'communis'	Communication Skills	Chapter 5 Unit 1	151	1
iii.	Answer: Signs (sight) and Sound (hearing).	Communication Skills	Chapter 5	151	1
iv.	Answer: Mass Communication	Communication Skills	Chapter 5	154	1
v.	Answer: Intrapersonal Communication	Communication Skills	Chapter 5	154	1
vi.	Answer: Human factors and Mechanical or technological barriers	Communication Skills	Chapter 5	155	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)					
Q. 7	<p>Answer: Parameters to describe an individuals personality are (write any four):</p> <p>i. Openness ii. Consciousness iii. Extraversion iv. Agreeableness v. Neuroticism</p>	Employability Skills	2	33	2
Q. 8	<p>Answer: Suggestions to overcome personality disorders (write any four)</p> <ul style="list-style-type: none"> • Talk to someone. Most often, it helps to share your feelings. • Look after your physical health. A healthy body can help you maintain a healthy mind. • Build confidence in your ability to handle difficult situations. • Engage in hobbies, such as music, dance and painting. • Stay positive by choosing words like 'challenges' instead of 'problems'. 	Employability Skills	2	37	2
Q. 9	<p>Answer: The steps to protect a spreadsheet are as follows.</p> <ol style="list-style-type: none"> 1. Click on Tools and select Protect Spreadsheet 2. A Protect Document dialogue box appears 3. Type in a password. 4. Type the same password in the Confirm textbox. 5. Click on OK. 	Employability Skills	3	60	2

Q. 10	<p>Answer: Qualities of a successful entrepreneur are (write any four)</p> <ol style="list-style-type: none"> i. Initiative ii. Willingness to take risks iii. Ability to learn from experience iv. Motivation v. Self-confidence vi. Hard work vii. Decision-making ability 	Employability Skills	4	81	2																
Q. 11	<p>Answer: Personal barriers: How long will the business last? How much profit will it make? Will, my customers like my product? Will I have enough money to support my family? These questions might go through an entrepreneur's mind before the person starts a business venture.</p> <p>The different personal barriers are:</p> <ol style="list-style-type: none"> i. Self-doubt: Self-doubt comes when we do not have confidence in ourselves and our abilities. <p>Forming a team and teamwork: Finding suitable people and training them to do their best for the business is tedious and difficult.</p>	Employability Skills	4	93	2																
Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)																					
Q. 12	<p>Answer:</p> <p>Four factors considered in the process of collection building of a Library are (write any four) :</p> <ol style="list-style-type: none"> i. User's Analysis ii. Selection Policies iii. Acquisition policies iv. Resource Sharing <p>Weeding</p>	Library Management	Chapter 1 Unit 1 A	6	2																
Q. 13	<p>Answer: Within the Personality facet, the whole personality is spread into several levels. These are known as levels of personality facet, P1, P2, P3, P4 and so on. The different levels are arranged with the help of the principles of helpful sequence.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Personality facet</td> <td style="width: 25%;">Main class</td> <td style="width: 25%;">P1</td> <td style="width: 25%;"></td> </tr> <tr> <td>P2</td> <td>P3</td> <td>P4</td> <td></td> </tr> <tr> <td></td> <td>Literature</td> <td>Language</td> <td></td> </tr> <tr> <td>Form</td> <td>Author</td> <td>work</td> <td></td> </tr> </table>	Personality facet	Main class	P1		P2	P3	P4			Literature	Language		Form	Author	work		Organization of Library Resources	Chapter 2 Unit 1	69	2
Personality facet	Main class	P1																			
P2	P3	P4																			
	Literature	Language																			
Form	Author	work																			

Q. 14	<p>Answer: A Ready Reference query is one the answer to which can be found readily in a directory, yearbook, or other reference material.</p> <p>A long-range reference query is one, the answer to which can be found only by consulting several reference works or sources, which therefore takes a long time to answer.</p> <p>The basic difference between the two lies in respect of the following points:</p> <p>(a) The time involved</p> <p>(b) The material used and</p> <p>(c) The nature of the information sought</p>	Library & Information Services	Chapter 3 Unit 1	105	2
Q. 15	<p>Answer: An online database is an organised collection of information on a particular subject or multi-disciplinary subject areas; that can be searched and retrieved electronically with the help of searchable elements or fields.</p> <p>Examples: JSTOR, Science Direct, etc. (Other database names may also be considered)</p>	Library & Information Services	Chapter 3 Unit 2	113	2
Q. 16	<p>Answer: The barriers to communication under the category of human factors are (write any four):</p> <p>(i) Linguistic Barrier</p> <p>(ii) Socio-cultural Barrier</p> <p>(iii) Intellectual or knowledge Barrier</p> <p>(iv) Physical and Health Barrier</p> <p>(v) Psychological Barriers</p>	Communication Skills	Chapter 5 Unit 1	155	2

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

Q. 17	<p>Answer: Library binding is of various kinds:</p> <p>(i) Full Leather Binding: Full leather binding implies that the whole cardboard is covered by leather. This kind of binding is recommended for expensive, rare and reference books.</p> <p>(ii) Half Leather Binding: Half leather binding implies that half of the cardboard is covered with leather and the rest half with cloth or buckram. The book's back and corner are covered with leather as these portions suffer immense wear and tear. This binding is for heavy materials like back-volume sets of periodicals, newspapers, and other serial publications.</p> <p>(iii) Full Cloth Binding: Full cloth binding implies that the whole cardboard is covered with cloth. Standards and textbooks are given</p>	Library Management	Chapter 1 Unit 2	56	3
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	<p>such binding as these materials are extensively used.</p> <p>(iv) Half Cloth Binding: Half cloth binding implies that the spine and corners of the cardboard are covered with cloth and rest with other cheaper materials such as paper or other decorative materials. This kind of binding is usually given to cheaper books.</p>				
Q. 18	<p>Answer: The call number is the address for an item acquired by the Library.</p> <p>The call number of a document consists of three parts</p> <p>(i) Classification Number/Class Number: The class number of a document is an ordinal number representing the position of a class in a scheme of classification used in a library and also represents the subject matter of the document.</p> <p>(ii) Book Number: A book number is an ordinal number that fixes a document's position in a library relative to the other documents belonging to the same class.</p> <p>(iii) Collection Number: The collection number is a symbol denoting any special characteristics (size, physical form, class of users, etc.) of a group of books, with which the books may be separately located.</p> <p>Call Number = Class Number + Book Number + Collection Number</p>	Organization of Library Resources	Chapter 2 Unit 1	76	3
Q. 19	<p>Answer:</p> <p>1. Proprietary software: Proprietary software is a kind of software for which ownership remains with the creator under copyright provisions. Open-Source Software (OSS) is software for which source code is open.</p> <p>2. Proprietary software: The owner or proprietor provides a license to the user for using its applications on specific terms and conditions. Users are not given the right to open, modify or further distribute the source code of such software.</p> <p>Open-Source Software: The users are granted a license to use, study, modify, and redistribute</p>	Computer Application in Libraries	Chapter 4 Unit 2	130	3

<p>it. Such software is usually the product of the professionals' collective efforts to provide free customisation as per the user's need.</p> <p>3. Proprietary software: For example, LIBSYS, VIRTUA, TRUDAN, etc.</p> <p>Open-Source Software: For example, KOHA, New Gen Lib, ABCD, etc, are a few open-source LAS available worldwide.</p>				
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Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

<p>Q. 20</p> <p>Answer: Stock verification systematically checks the Library holdings to find the missing items.</p> <p>Method of stock verification are:</p> <p>(i) Accession Number Approach: The staff checks the books on shelves based on the accession number. Here, stock verification is conducted by (a) accession register, (b) using separate registers with accession numbers, and (c) preparing separate sheets which contain accession numbers consecutively.</p> <p>(ii) Call number approach: In this approach, books are checked based on the shelf list. Libraries maintain shelf lists according to Call Number, based on which the books are also shelved. This method is easier and less time-consuming.</p> <p>(iii) Information and Communication technology approach: In this approach, extensive help of technology is taken depending upon the automation level and the technology a particular library uses. If a library uses barcode technology for operational purposes, then with the help of a data collection unit (e.g., bar code reader), data is collected and put into the library automation software. This way, the accession number is collected and directly compared with the original data downloaded from the library automation software.</p>	<p>Library Management</p>	<p>Chapter 1 Unit 1</p>	<p>15</p>	<p>4</p>
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<p>Q. 21</p>	<p>Answer: Four Selection aids are (Write any four): (i) National bibliography: National bibliography is a list of publications published in a country or relevant to a country published outside of the country. (ii) Subject bibliography: Subject bibliography is a list of materials published in a particular discipline or subject. (iii) Trade bibliographies: Book in prints, publisher's catalogues, and other catalogues published by publishers and distributors or their associations, or independent organization to promote the sales of publications. For example, Indian book in print, Whitaker's Books in Print, etc. (iv) Book reviews: There are a number of periodicals which published the book reviews. It is also published in newspapers. These reviews are critical analyses made by scholars of the subject. For example, Times Literary Supplement, Book Review Digest, etc. (v) Bibliographic databases: Bibliographic database is a list of publications in database format, searchable online or distributed on CD-ROM, DVD, etc for offline search. For example, Ulrich's Periodical Directory, PubMed, etc. Some of the data bases provide links to the information sources also if it is downloadable.</p>	<p>Library Management</p>	<p>Chapter 1 Unit 1A</p>	<p>10</p>	<p>4</p>
<p>Q. 22</p>	<p>Answer: Dr. Ranganathan has prescribed a procedure involving nine successive steps for analysing a specific subject's title into facets and giving it an appropriate class number. The steps are as follows: Step 0: Write down the Raw Title (= Title as found in the document). Step 1: Full title (= Title expressing each of the relevant basic and isolated ideas in the subject of the document, arrived at by filling up all the ellipses in the Raw title). Deriving the Expressive Title from the Raw Title by filling up ellipsis such as basic class or any other facet implied in the Raw Title. Step 2: Kernel Title (= Full title except the auxiliary or apparatus words, and each composite term denotes a composite idea replaced by the fundamental constituent terms, which denote its fundamental constituent</p>	<p>Organization of Library Resources</p>	<p>Chapter 2 Unit 1</p>	<p>73</p>	<p>4</p>

	<p>ideas).</p> <p>Step 3: Analysed title (= Kernel Title with each kernel term marked by a symbol, which denotes the fundamental category of which the ideas denoted by the term is a manifestation and also the round and the level to which it is assigned in conformity to the postulates of classification). This is done essentially with the help of wall picture-principle, taking two kernel terms at a time.</p> <p>Step 4: Transformed Title (=Analytical title with the kernel terms rearranged according to the symbols of analysis attached to them).</p> <p>Step 5: Title in standard terms (=Transformed title with the Kernal terms replaced, wherever necessary by their respective equivalents as given in the appropriate schedules).</p> <p>Step 6: Title in Facet Numbers (= Title in standard terms with the kernel terms replaced by their equivalent numbers). Deriving the title in Facet Number from the title in standard terms by translating the Basic Class Facet and every other facet into its Basic Class Number or the Isolate Number, as the case may be. This is done with the aid of the classification schedules. When any isolate is new, that is, not available in the schedule, its isolate number is constructed with the aid of the principles.</p> <p>Step 7: Class number (got by removing the symbols of analysis and inserting the appropriate connecting symbols between the facet numbers in accordance with the Rules).</p> <p>Step 8: Translate the synthesised class number into natural language by way of verification. In this step, carry out facet analysis of the Class Number, giving a digit-by-digit interpretation and verifying the correctness of the number.</p>				
<p>Q. 23</p>	<p>Answer: Current Awareness Service service is concerned with the dissemination of latest information to a specialist to keep him/her up to date and well informed. The process of current awareness function includes the reviewing of newly available resources relevant to the user community or pertinent to the programme of the organization and the selection and organization of individual items which must be brought to the attention of the user Current Awareness Services have two</p>	<p>Library & Information Services</p>	<p>Chapter 3 Unit 1</p>	<p>102</p>	<p>4</p>

<p>categories:</p> <p>(a) CAS directed towards individuals or group of users:</p> <p>This type of CAS includes communication of information to individuals or groups through informal conversation or by telephone or mobile phone; through electronic messages (SMS), messages sent on notification form, selective dissemination of information (SDI), selective dissemination of documents, routing of documents (periodicals), etc.</p> <p>(b) CAS directed towards all users of the services:</p> <p>This includes accession lists (new arrivals), bibliographies, indexing and abstracting services, literature surveys, bibliographic surveys, table of contents of periodicals, etc. The end products are current awareness bulletins which may include all the above elements.</p>				
<p>Q. 24 Answer:</p> <p>The library automation software (LAS) is needed for managing the library in a computerized environment. There are several routine works which are repetitive. With the help of LAS, these functions can be performed easily, efficiently, and effectively with less time consumption.</p> <p>The need for library automation software can realize as follows (write any seven):</p> <ul style="list-style-type: none"> (i) To provide efficient and accurate services, (ii) To reduce duplication of work, save the time of library staff and increase their productivity, (iii) To quick and easy update, edit and information retrieval. (iv) To control the rapid growth of information, (v) To save the time of the reader/user, (vi) To utilize the library resources efficiently and effectively, (vii) To prepare library catalogues, (viii) To provide OPAC, (ix) To prepare various records of library such as circulation records, accession register, etc. (x) To create different statistical reports (xi) To make statistical analyses (xii) To compare with records of previous year to enhance efficiency of the library (xiii) To provide current awareness services and selected dissemination of information (xiv) Stock verifications, etc 	<p>Computer Application in Libraries</p>	<p>Chapter 4 Unit 1</p>	<p>124</p>	<p>4</p>