

**SCORING KEY**  
**SAMPLE PAPER (LIBRARY AND INFORMATION SCIENCE)**  
**CLASS- XII**

<b>Q.No.</b>	<b>Answer/ Key Point(s)</b>	<b>Marks</b>
1.	Staffing is the process of recruitment and selection of human resources for an organization.	1
2.	The three biological agents that damage paper based library resources are Micro-organisms, Insects and Rodents.	1
3.	Accession Number of a document in the Library is a unique sequence number by which the document should be uniquely distinguished from every other document.	1
4.	The different users' approach to information are: i. Everyday Approach; ii. Comprehensive or Exhaustive Approach; and iii. Current Approach.	1
5.	An integrated library management system is a library automation system in which data is entered in one module to avoid data redundancy. It integrates all the library activities, routine operations and information retrieval operations of a library.	1
6.	Range Search is the searching technique in which records are selected within certain data ranges. It is useful with numerical information. Example of any following operators are used to prescribe a precise condition in a given search statement: i. Greater than (>); less than (<); equal to (=); not equal to (≠); greater than equal to (>=); and less than equal to (<=).	1
7.	The main purpose of Library classification is to facilitate the use of reading material. It confirms the exact location of a document in the library.	1
8.	The various modes of library acquisitions are as follows: i. purchase; ii. Gift; iii. Exchange; iv. Online acquisition; v. Consortia based acquisition; and vi. Library consortia.	1
9.	For maximum utilization of the library, it is essential to have a well-trained and highly motivated staff. This enables the effective use of the sources of the library and the meeting of the demands of the community. Therefore, we need human resource planning.	1
10.	Reservation of particular library resources takes place only if the documents are not available for borrowing as they are issued to another member or sent for binding or otherwise unavailable.	1
11.	In the manual library system, the library services are provided to the users without using computers as an intermediary. However, in the automated library system, the traditional library activities and library services are completely mechanized.	1
12.	User education is a continuous process of educating the library users for effective utilization of library resources and its services. The main objective of user education programme is to make users aware of its resources, procedures and the retrieval of information.	1.5
	The user education programmes are of following four different categories: i. User awareness programme; ii. Library orientation programme; iii. Interest profiling	1.5

	programme; and iv. Bibliographic instruction programme.	
13.	<p>Technical processing of library material is needed because of the following reasons:</p> <ul style="list-style-type: none"> <li>(i) to differentiate from the library material to non-library materials;</li> <li>(ii) to find out the physical condition of the newly acquired books;</li> <li>(iii) to place the books on the actual position on the shelves;</li> <li>(iv) to locate the books on the shelves</li> </ul> <p>(Any of the three correct points may be stated)</p>	
14.	<p>‘Value-added’ information services are those services which have an added value to the original, in order to make them more useful for the users. These are the services or products that are provided in a collated, refined and convenient form to make them readily usable by the users. These are different from services offered in routine manner and are treated as special.</p> <p>The main disadvantage of a value added information system or a service is its high cost of production and delivery, which may not be affordable to all users.</p>	<p>2</p> <p>1</p>
15.	<p>Librarians select open source library automation software because of following advantages:</p> <ul style="list-style-type: none"> <li>i. It is normally available free of cost;</li> <li>ii. One can download it with the help of its source code for any type of library usage</li> <li>iii. One is allowed to modify its source code for satisfying his/ her requirements</li> </ul>	3
16.	<p>A keyword is simply a word that shows up somewhere in a record: it can be part of name, a subject, or a title, or appear in the table of contents.</p> <p>This is different from a subject search, which looks for the word only in the subject heading field.</p>	<p>2</p> <p>1</p>
17.	<p>OPAC (online Public Access Catalogue) is a computerized catalogue of the library resources, available to public for searching online with limitation of boundary and time.</p> <p>However, Web OPAC is an online Public Access Catalogue made available on the web. It offers the user with 24 * 7 access to the library catalogue.</p>	3
18.	<p>Subject gateways provide high quality evaluated web resources and the basic objective of any subject gateway is to help users to locate high quality information resources available on the internet.</p> <p>These are user searchable metadata databases with hyperlinks to specific information. Search may be with keywords or subject headings.</p> <p>Example: INFOPORT (INFLIBNET Subject Gateways for Indian Electronic Resources), etc.</p>	<p>1</p> <p>1</p> <p>1</p>
19.	<p>Bibliographic instruction programmes are meant for advance users for serious study. It is a programme of educating users in the systematic use of information resources.</p> <p>It helps the users in taking maximum advantage of library resources to meet their information needs.</p>	<p>1</p> <p>1</p>

	Bibliographic instruction is the instruction to a user about the information resources available in particular subject, discipline, and the techniques of making use of those resources.	1
20.	<p>There are certain human activities which destroy the library resources. Such activities may be intentional, unintentional or due to ignorance towards the upkeep of building and its parts, equipments and others.</p> <p>The examples of man-made disasters are as fire, war and invasion, etc. To reduce the man-made disaster, the equipments should be maintained timely, electricity wiring should be checked periodically, building should be repaired time to time, and drainage and sewage should be checked and maintained properly. Any kind of fire should be avoided in the library. There should be fire extinguisher in the library. As far as possible conditions like war and invasion should be avoided.</p>	1 2
21.	<p>E-book can be accessed, download or read with the help Internet.</p> <p>Multiple copies can be made easily and made available simultaneously to all the users who need it.</p> <p>If E-book is on network, then same book can be utilized/studied by more than one user.</p>	1 1 1
22.	<p>These steps provide the tool to translate the titles into specific notation</p> <p>To identify specific subject of the content of the material</p> <p>To assign appropriate class number</p>	1 1 1
23.	<p>P: Personality-the facet indicates the core point of the subject at hand</p> <p>M: Matter-reflects substance or material of the subject</p> <p>E: covers problem, action including methods, functioning, and other operational aspects</p> <p>S:Space-geographical location like countries and their subdivisions, continent, etc.</p> <p>Time: represents periods, like, years, decades, centuries, etc.</p>	2 1 1 1 1
24.	<p>a. SOUL: software for universities library, integrated library management software, developed by, INFLIBNET, an organ of UGC; Consists different modules.</p> <p>b. UNICODE based multi lingual support</p> <p>c. Compliant with MARC-21, AACR-II, MARC-XML, etc</p> <p>d. Protocols-NCIP 2.0 compliant for RFID support, facilitating electronic surveillance, self check-in and check-out support.</p> <p>e. Based on client –server architecture.</p> <p>f. Support multi-platform for bibliographic database like MySQL, MS-SQL, etc</p> <p>g. Cataloguing for electronic documents</p> <p>h. Supports digital library</p>	6

	<p>g. Default templates for data entry of various types of documents.</p> <p>h. Different reports of users choice</p> <p>i. Supports stock verification</p> <p>j. Inbuilt facility of sending reports through e-mail</p> <p>k. User friendly OPAC</p> <p>l. Supports data exchange as per ISO-2709</p> <p>m. Circulation based on single window operation</p> <p>n. INFLIBNET has appointed regional coordinators for supports and assistance</p> <p>o. Affordable cost.</p> <p><b>OR</b></p> <p>a. KOHA open source Integrated Library Management Software, developed by Katipo Communications for Horowhenua Library Trust in New Zealand; different modules</p> <p>b. Easy interface for both users and librarians</p> <p>c. Web 2.0 compliant, supports tagging, RSS feeds</p> <p>d. Union catalogue facility</p> <p>e. Customizable search</p> <p>f. Customization of software as per library's requirements</p> <p>g. Supports copying cataloguing data from other libraries</p> <p>h. Protocols- Z39.5, MARC21 and UNIMARC</p> <p>i. Administration of software is strong</p> <p>j. Web compliant</p> <p>k. Free of Cost</p>	
25.	<p>a. Introduction/ definition of Boolean Operators, “And” “Or” “Not.</p> <p>b. If A, B two key words are connected with “OR” operator and made the string, then the search result would be all those records which have key word “A” or key word “B”, any of one of them and also those records which have both the key words “A” and “B”. Example . . .</p> <p>c. If A, B two key words are connected with “AND” operator and made the string, the search result would be all those records which have key word “A” and key word “B” both, other records will be not shown in the search result. Example . . .</p> <p>d. If A, B two key words are connected with “NOT” operator and made the string , the search result would be all those records which have key word “A” but not key word “B”. If the records having key word “A” and “B” both even though since it has key word “B” so it will not be shown in the search result. Example . . .</p>	<p>1.5</p> <p>1.5</p> <p>1.5</p> <p>1.5</p>
26.	<p>There are several methods of stock verifications:</p> <p>a. Accession Number approach- checks books on shelves on the basis of accession number, conducted by (i) Accession register, (ii) Using separate Register with Accession Numbers, or (iii) Preparing separate sheet for which</p>	2

	<p>contains accession numbers consecutively.</p> <p>b. Call Number Approach: Books are checked on the basis of self list, library maintains self list on the basis of call number and books are also arranged on shelves as per call number.</p> <p>c. ICT Approach: Help of technology is taken depending upon the level of automation and adopted technology of that particular library, using BARCODE technology, data collected with help of data collection unit, put into library automation software, and reports are ready, if library using RFID technology, then the data is collected with the help data collection unit meant for RFID and data put into library automation software, reports are ready.</p>	<p>2</p> <p>2</p>
27.	<p>a. Digital material are prone to be misused easily</p> <p>b. Ethical practices necessitate that the use of any digital materials, multimedia or online material be done as per the law of the land</p> <p>b Copy right and intellectual property right should be respected</p> <p>d. Sharing multi-media resources without the permission of the originator should be avoided</p> <p>e. Tampering of any digital, multimedia or online resources of public domain is punishable offence, hence should be avoided.</p> <p>(any 4 correct points may be elaborated)</p>	6
28.	<p>a. APUPA stands for Alien-Penumbral-Umbral-Penumbral-Alien</p> <p>b. In this pattern, one arranges the most relevant documents at the centre, provides documents of marginal relevance on both sides of relevant documents, and totally disconnected documents are far from the center.</p> <p>c. On the basis of APUPA, a subject gets placed in the classification scheme</p> <p>d. This is the best way to maintain filiatory sequence</p> <p>e. APUPA arrangement diagram</p> <p>f. Example . . .</p> <p><b>OR</b></p> <p>a. Internet provides access to the library and its services round the clock as it gives accessibility to the members from remote.</p> <p>b. Searching library resources- web-OPAC</p> <p>c. Renew of issued materials</p> <p>d. Reservation of materials</p> <p>e. Downloading or reading e-resources of library from anywhere through internet.</p> <p>f. Online reference services</p> <p>g. Member can check the status of his/her request, complain, suggestion, etc</p> <p>h. Online payment, if any.</p> <p>(any 6 correct salient features may be elaborated)</p>	6