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# Library and Information Science

**N-339**

**Chapter wise Reference Book  
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*Based on*

**N.I.O.S. Class – XII**  
National Institute of Open Schooling

*By :*

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**Sample Preview  
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# Solved Sample Paper - 1

Based on NIOS (National Institute of Open Schooling)

## Library and Information Science - XII

Time : 3 Hours

Maximum Marks : 100

- Note :** (i) This Question Paper consists of two Sections, viz., 'A' and 'B'.  
(ii) All questions from Section 'A' are to be attempted.  
(iii) Section 'B' has two options. Candidates are required to attempt questions from one option only.  
(iv) Marks for each question are indicated against it.  
(v) Answers to questions carrying 1 mark should not exceed 30 words, 2 marks 60 words, 3 marks 100 words and 4 marks 140 words.

### SECTION-A

**Q. 1. Write down the second law of Library Science and its implications.**

**Ans.** The second law, "Books for the chosen few", widens the concept the books are for use. The approach of the Second Law has 'users' point of view. It focuses on the availability of library services to every kind of reader, irrespective of age, sex, vocation, the capacity for self-help and the ability to number of obligations imposes on: the state, the library authority, the library staff, and the readers.

**Q. 2. What does RFID stand for and for what purpose it is used?**

**Ans.** These days Radio Frequency Identification (RFID) has also been introduced for automation in circulation which also prevents theft of books.

Serials control is a very complex process. The main tasks in this section are subscription of journals, subscription of e-journals and databases, subscription/renewals of journals, subscription/renewals of e-journals and databases, claiming of missing issues, replacements of journals, monographic serials and invoice processing.

**Q. 3. 'Promoting reading habits' is considered the most important objective of the school library. Why?**

**Ans.** As an educational centre, the libraries support and promote all types of education, i.e., formal, non-formal, adult and life-long. This is achieved by stocking of books and other reading material for the students. Thus, promotion of reading habits is one of the most important objectives of school library.

**Q. 4. What factors led to the emergence of periodicals?**

**Ans.** During early 17th century, the scholars and scientists who carried out research, published their findings in the form of books. They found that this medium was unable to disseminate research results

quickly. The only other way they communicated with their fellow scientists about their research was, by writing letters to them or by meeting them in conferences. This was informal communication. They needed a formal and quicker medium to disseminate their research results to avoid duplication of research effort and establish priority in announcing their invention. This led to the publication and emergence of periodicals.

**Q. 5. What do you understand by WWW?**

**Ans.** The World Wide Web (WWW), commonly known as the Web, is an information system where documents and other web resources are identified by Uniform Resource Locators (URLs, such as <https://www.example.com/>), which may be interlinked by hypertext, and are accessible over the Internet. The resources of the WWW may be accessed by users by a software application called a web browser.

**Q. 6. What do you understand by shelving in classified order?**

**Ans.** All the books are arranged systematically as per the classification schedule in shelving method of classified order. It is also found to be the most successful method in open access system. A majority of the libraries in the world use the Dewey Decimal System. This system of numerical classification allows libraries around the world to classify and arrange the material on the shelves according to the classification scheme.

**Q. 7. Why do we call the colon classification an 'analytico-synthetic scheme'?**

**Ans.** In 1933 Colon Classification scheme, designed by Dr. S.R. Ranganathan, is an analytico-synthetic scheme.

**Also Ref.:** See Chapter-10, Page No. 83, Q. No. 3.

**Q. 8. What do you understand by 'to provide right book to the right reader'?**

**Ans.** Ranganathan defines reference service as

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"Personal service to each reader in helping him to find documents, answering his interests most pin-pointedly, exhaustively and expeditiously." It is also he says, "To provide the right book to the right reader, in the right personal way." To provide the service the librarian may utilize the resources available in the library as well as those available outside the library.

**Q. 9. Why the reference service is a personalised service?**

**Ans. Ref.:** See Chapter-12, Page No. 87, Q. No. 2 (Intext Questions 12.2).

**Q. 10. Why do libraries organize 'user education programme'?**

**Ans.** User education is an educational activity organised by library, which is concerned with creating awareness among the students about the value of information, motivating them to use library resources to supplement class-room teaching.

**Q. 11. How is Information Centre different from Library?**

**Ans. Ref.:** See Chapter-1, Page No. 4, Q. No. 2 (Intext Questions 1.4)

**Q. 12. Define trade and product bulletins.**

**Ans. Ref.:** See Chapter-6, Page No. 42, Q. No. 3 (Intext Questions 6.1).

**Q. 13. Why do we need standards?**

**Ans. Ref.:** See Chapter-6, Page No. 42, Q. No. 2 (Intext Questions 6.1).

**Q. 14. If you are a librarian, then how will you create a library consortia for the benefits of your users?**

**Ans.** The databases are in a searchable format. Users can search, locate and retrieve the information which they need. Library catalogues, OPAC, full text and bibliographical databases are all examples of databases. These resources are also known as online resources since they are accessible via Internet.

Before the advent of Internet, these online databases were available as printed sources or on CD-ROMs.

**Q. 15. How has the UNESCO defined a periodical?**

**Ans.** UNESCO defines periodicals as a publication that has one issue in a continuous series under the same title, published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated.

**Q. 16. How do we get help from a manual in our day-to-day life? Given an example also.**

**Ans.** Manual is a book of instruction providing step-by-step instructions on how to do a particular job or operate a particular machine or an appliance.

When you buy any home appliances or mobile phone you are provided one book which contains step-by-step instructions on how to use that product, that book is called manual.

**Q. 17. What are the products of Current Awareness Services?**

**Ans. Ref.:** See Chapter-13, Page No. 94, Q. No. 3 (Intext Questions 13.3).

**Q. 18. Why the researchers go through tertiary sources for conducting serious research?**

**Ans.** Tertiary sources are usually compilation from primary or secondary sources and help the searcher to select required primary or secondary source which will be most relevant for his purpose. These include publications like 'guide to the literature', 'guides to the reference sources' and bibliography of bibliographies.

**Q. 19. Basic functions of libraries are information dissemination, support education, promote culture and recreation. Write brief notes on any three of the above functions.**

**Ans. Ref.:** See Chapter-1, Page No. 4, Q. No. 1. (Intext Questions 1.2).

**Q. 20. What do you understand by 'library automation'?**

**Ans. Ref.:** See Chapter-3, Page No. 18, Q. No. 1 and 2.

**Q. 21. How should e-resources be maintained?**

**Ans. Ref.:** See Chapter-8, Page No. 59, Q. No. 5.

**Q. 22. Justify the need of secondary periodicals.**

**Ans.** Secondary periodicals select the relevant items published in primary sources, and arrange them in helpful sequence at weekly, fortnightly or monthly intervals. Researchers are the target audience. These publications have bibliographical references of each item with or without abstracts. A secondary periodical with abstract is called abstracting periodical and without abstract is called an indexing periodical. These publications bring together recently published literature in specific subject published in a range of primary sources.

**Q. 23. Why is the library classification so much important?**

**Ans. Ref.:** See Chapter-10, Page No. 74, Q. No. 1 (Additional Important Questions).

**Q. 24. Why are the inclined type periodical display racks considered the best for displaying periodicals?**

**Ans. Ref.:** See Chapter-11, Page No. 78, 'Inclined Type'.

**Q. 25. Give at least three web 2.0 tools with their utilities through which libraries can promote their services.**

**Ans.** Web 2.0 tools are web-based facilities which allow users to gain access, contribute, describe, web-mediated content in various formats, such as text, video, audio, pictures and graphs. Some of the Web 2.0 based popular websites are Flickr which can be used to share Photos, YouTube for sharing videos, Last.fm for sharing audio, and MySpace for sharing text-based information. Libraries use Web 2.0 tools for imparting information literacy to the users. Libraries can use blogs as promotional tools to inform clients about changes, additions and other developments in library services and collections. Libraries are also actively embracing the use of these tools for serving the users and attracting the potential users.

# Sample Preview of The Chapter

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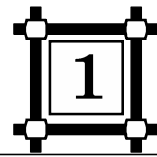
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# LIBRARY AND INFORMATION SCIENCE

## Module-I Library, Information and Society

### Library and Information Centres: Concept and Role in Society



#### INTRODUCTION

In this chapter, we will study the role of libraries and information organizations in the society. We will also discuss the significance of libraries in education, culture and recreation.

The word 'library' has been derived from the Latin word "libraria", which means 'a bookplace'.

The *Oxford Companion to the English Language* defines library as a collection of books, periodicals and/or other materials, primarily written and printed. According to Librarian's Harrod's Glossary and Reference Book, library is:

- (i) a collection of books and other literary material used for reading, study and consultation;
- (ii) a place, building, room or rooms set apart for the keeping and use of a collection of books;
- (iii) a number of books issued by one publisher under a comprehensive title as the 'Loeb Classical Library', and usually having some general characteristic like subject, binding, or typography;
- (iv) a collection of films, photographs and other non-book materials, plastic or metal tapes, disks and programs.

Therefore, a library can be defined as:

- (a) a place in which literary and artistic materials like books, newspapers, periodicals, pamphlets, prints, records, tapes and artefacts are kept for reading, reference, or lendings to needy person.

- (b) a collection of such materials, especially when systematically arranged;
- (c) a room in a private home for such a collection; and
- (d) an institution or foundation maintaining such a collection. Thus, the library can be called a social organization and a necessary unit of the society. It is organized for transmitting knowledge and experience of society to individuals. This is done through books and other material like the maps, charts, phono-records and microfilms.

Dr. S. R. Ranganathan, father of library science in India, calls library as a public institution or establishment tasked with the care of collection of books and the duty of making them accessible to those who need to use them. Thus, a library is an organization of records of human thought. These records are in a physical form—human thoughts embodied in the form of useful manuscripts, books, periodicals, audio-visual records, microfilms, graphs and charts. These are arranged, stored and preserved in a physical functional structure for effective utilization by the potential users.

The purpose of establishing a library is to serve the society through the records of human thoughts, ideas and expressions by making them available to all.

The functions of a library are to:

- (a) Collect and provide books and other non-book materials to the people.
- (b) Foster and promote the spread of knowledge, education and culture.



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- (c) Provide facility for formal and informal life-long self-education in the community.
- (d) Preserve the literary and cultural heritage of humanity for posterity as vehicles of culture and material for research.
- (e) Provide reliable information for all users irrespective of age, caste, creed, colour, religion and sex.
- (f) Collect resources to promote an enlightened citizenship and to enrich personal life; and
- (g) Facilitate advancement of culture in the community.

The functions of a library can be categorized into four areas:

- (a) **Education:** Libraries promote education by providing means for self-development of the individuals. The libraries promote all types of education including formal, non-formal, adult and life-long.
- (b) **Information Dissemination:** Libraries is an information centre or referral centre. Libraries collect and store information from various areas for dissemination to the general public.
- (c) **Promotion of Culture:** Libraries promote cultural life and participation, enjoyment and appreciation of various arts. Libraries promote culture through reading and thinking. Libraries also contribute to the cultural enrichment of the society by organizing lectures, seminars, symposia, book exhibitions and cultural gatherings.
- (d) **Recreation:** Libraries encourage the positive use of leisure time by providing material for change and relaxation. Books of fiction, magazines, newspapers, etc. facilitate recreational reading. Audio-visual materials like films, television, radio, audio-video cassettes are also sources of recreation.

Libraries play a crucial role in the socio-economic, cultural and educational development of a society. As social institution, a library serves various purposes:

- (i) Libraries helps the life-long self-education of all;
- (ii) It provides up-to-date facts and information on various subjects;
- (iii) It disseminates unbiased recorded views and thoughts;
- (iv) It facilitates positive use of leisure time to the users;

- (v) It preserves the literary and cultural heritage; and
- (vi) It works for continued social well-being of the society by collecting and storing all socialized recorded thoughts.

(a) **Library for Raising Cultural Level:** Libraries help in improving the level of intelligence and status of people in the society to a great extent. They raise the cultural level of people by increasing the reading habits and changing the reading tastes of the people. Libraries cater to all possible needs of the community, facilitate users to undertake research and provide information to people.

(b) **Library – an Instrument for Creating Refined Citizens:** Libraries are a driving force capable of building a better society by its nature, variety, quality and extent of service. It provides support to all types of educational development of an individual by enabling every reader to access a wide range of reading material in order to broaden one's outlook, knowledge and ideas. It opens the windows of the mind and enables the readers to solve their crucial problems in a reasonable manner.

(c) **Library Promotes the Desire for Books:** Libraries promote the reading habits of the people. Libraries make people library-minded and enable them to love books.

(d) **Library Facilitates Social Integration:** Libraries facilitates users to interact among themselves. Libraries are a right forum for social get-together within their premises and make it available on equal terms to all groups in the community.

(e) **Library Preserves Knowledge:** Libraries preserve literary heritage for posterity. They store the literary remains of humanity for antiquarian research in varied physical formats which help researchers to delve into historical aspects. Libraries promote life-long education. Libraries support both formal education and informal education by providing materials to all types of readers.

(i) **The Library as a People's University:** Libraries can be considered "Universities of the people" because they are the centres of all sources of information.

- (ii) **The Library as a Centre of Mass Education:** Libraries provide facilities for acquiring information and education to all groups of people irrespective of age and sex.
- (iii) **The Library as a Centre of Continuing Education:** Libraries provide life-long continuing education to individuals. People of all age groups can come and acquire information and continue their education.

Information centres have been set up to cater to the specialised information needs in multi-disciplinary subjects. The specialists not only needed books but also information contained in periodical articles and other materials. An Information centre is an organisation that (a) selects, acquires, stores and retrieves information as per the needs; (b) prepares abstracts, extracts, indexes of information, and (c) disseminates information in anticipation and in response to the needs of the users. Information centres, generally attached to highly specialised research and development organisations, provide services like referral service, literature search, translations, bibliographies and abstracting to the users.

There are different types of information centres:

- (i) Information Analysis Centres,  
(ii) Clearing Houses, and  
(iii) Data Centres and Data Banks.
- (i) **Information Analysis Centres:** They collect literature, evaluate their utility and communicate to the specialists conducting research. These centres play an important role in strengthening research and pinpointing gaps in knowledge.
- (ii) **Clearing Houses:** Set up either on a cooperative basis or by a national or international agency, they serve as a single point of access to information originating from different sources, countries and languages.
- (iii) **Data Centres and Data Banks:** Data centres collect, organise and store numerical data on various subjects. They extract and process raw data from the collected data sources and relevant literature. These centres are managed by subject experts as well as library and information professionals.

Difference between a Library and an Information Centre: Libraries provide macro-documents to their users whereas information centres provide micro documents. For example, a library may provide a book which contains a particular information, but an

information centre provides the exact information and not the entire book. Libraries provide only the document as a whole but information centres provide not only the document but also the details of the contents of the document. Libraries and information centres have different types and levels of users. Information centres also make analysis and presentation of information.

**Libraries and information centres of information age:** The changes in society affect the role of libraries. The society has been undergoing transformation due to several factors. They are political and social stability of the society, expansion of educational facilities and high rate of literacy, national, regional and local socio-cultural traditions, urbanisation and globalisation of population due to migration, growth in trade and commerce, industry and business, encouragement from national, local and state governments, high standard of living, influence of leaders and individuals in different fields, well established book trade, mass communication and computer and communication technology.

These changes leave a great impact on all aspects of libraries. The modern library has undergone changes in collection, processing, storage, retrieval, dissemination and utility of information. New information, communication and networking technologies have completely changed the functioning of the libraries. Information is collected, processed, stored and disseminated using sophisticated technologies. Users now get information at their homes. The advent of computer, communication, information and networking technologies have also posed a great challenge to the librarians. To provide efficient services, a librarian has to understand, appreciate and accept these changes.

### INTEXT QUESTIONS 1.1

**Q. 1. What are the three basic requirements for the existence of a library?**

**Ans.** A functional building, records of human thought in the form of manuscripts, books, periodicals, audio visuals, microfilms, charts, etc. and potential users to use them are the three basic requirements for the existence of a library

**Q. 2. List at least five forms in which human thoughts are made available in a library.**

**Ans.** Human thoughts are made available in the form of books, periodicals, micro-films, graphs, charts, maps, manuscripts, audio-visual records, CDROMs and DVDs.

### **INTEXT QUESTIONS 1.2**

**Q. 1. Explain the three basic functions of a library.**

**Ans.** The basic functions of a library include promotion of education, information dissemination and promotion of culture.

- (a) **Promotion of Education:** Libraries provide means for self-development of the individuals to promote all types of education including formal, non-formal, adult and life-long.
- (b) **Information Dissemination:** Libraries collect and store various types of information and disseminate them to the general public.
- (c) **Promotion of Culture:** Libraries promote culture through reading and thinking. Libraries also contribute to the cultural enrichment of the society by organizing lectures, seminars, symposia, book exhibitions and cultural gatherings.

### **INTEXT QUESTIONS 1.3**

**Q. 1. What is the importance of a library in a society?**

**Ans.** Libraries serve the society by collecting and storing all socialized recorded thoughts. They serve the society by helping the life-long self-education of all. They disseminate unbiased recorded views and thoughts. They facilitate positive use of leisure time to the people.

**Q. 2. How are social and educational development of people possible through libraries?**

**Ans.** Libraries provide all types of information. They also improve reading habit of the people. They make people well-informed and make them knowledgeable and educated. All these contribute to social and educational development of people.

### **INTEXT QUESTIONS 1.4**

**Q. 1. Define an information centre.**

**Ans.** Information centre is an organization that selects, acquires, stores and retrieves information as per the needs of the users; prepares abstracts, extracts, indexes of information; and disseminates information in anticipation and in response to requests.

**Q. 2. How are libraries different from information centres?**

**Ans.** Libraries provide macro-documents to their users whereas information centres provide micro-documents. Libraries provide only the document as a whole but information centres provide not only the document but also the details of the contents of the document. For instance, a library provides a book which contains a particular information, but an information centre provides the exact information and not the entire book. Libraries and information centres have different types and levels of users. Information centres also make analysis and presentation of information.

### **INTEXT QUESTION 1.5**

**Q. 1. How have information technologies affected modern libraries?**

**Ans.** New information, communication and networking technologies have completely changed the functioning of the libraries. Libraries now use sophisticated technologies to collect, process, store and disseminate information. Users now get information at their homes. The new technologies have also posed a great challenge to the librarians. A librarian has to understand, appreciate and accept these technologies to provide effective services to the users.

### **TERMINAL QUESTIONS**

**Q. 1. Discuss the role of libraries in the context of a changing society.**

**Ans.** The changes in society affect the role of libraries. The libraries have to meet the needs of users keeping in view the expansion of educational facilities and high rate of literacy, urbanisation and globalisation of population due to migration, high standard of living, well established book trade, mass communication and computer and communication technology. These changes leave a great impact on all aspects of libraries. Now libraries have undergone changes in collection, processing, storage, retrieval, dissemination and utility of information. New technologies have completely changed the functioning of the libraries. They now use sophisticated technologies. Users now get information at their homes. Libraries now need to understand, appreciate and accept these changes.

**Q. 2. “Libraries contribute greatly to the society in promoting education — both formal and non-formal in many ways.” Discuss.**

**Ans.** Libraries promote education by providing information to the learners. Libraries serve as a People’s