

SUBJECT: Library & Information Science - basics, Social Aspect & Resources

CLASS XI

SEMESTER II

THEORY

FULL MARKS –30

Model Question Paper

Group – A (15)

1. (a) What is the importance of communication in the work place particularly in the field of library and information science?
(b) List three key skills required for a successful telephonic conversation. (2+3)
2. (a) What are the main components of a circulation job in a library?
(b) Describe the importance of Inter-Library Loan in resource sharing. (2+3)
3. (a) What is the purpose of weeding out documents in a library?
(b) Explain the difference between open access and closed access systems in libraries. (2+3)

Group – B (15)

4. Explain the importance of a well-prepared profile and portfolio. (5)
5. Compare traditional and modern automated circulation systems, focusing on their impact on library operations. (5)
6. Explain the process of stock verification in detail, highlighting different methods used. (5)