

**ROYAL CIVIL SERVICE COMMISSION
CIVIL SERVICE COMMON EXAMINATION (CSCE) 2008
EXAMINATION CATEGORY: TECHNICAL**

PAPER II: GENERAL SUBJECT KNOWLEDGE for Library Science GROUP

Date : 19/12/2008
Total Marks : 100
Examination Time : 90 minutes
Reading Time : 10 minutes

General Instructions

- Please write your *Identification Number* on your answer booklet and all other loose leaflets, graph paper, etc. that you are attaching with your answer script.
- Spend the first 10 minutes in reading the questions.
- The 90 minutes of writing time given above is in addition to the 10-minutes reading time assigned for reading the question paper.
- The continuation answer sheet will be issued on request only after you have completed writing on all the pages of the answer booklet as well as the continuation sheet(s) already used, if any
- When the additional sheet is issued, you must request the supervisor to endorse it by signing and entering its continuation number.
- Do not leave your answer booklet unattended at any time. You must hand over the answer booklet personally to the supervisor.
- The supervising examiner will give you permission to leave your room after you submit your answer booklet with additional answer sheet(s) properly arranged and stapled.

Specific Instruction

- This paper has two sections. Section A consists of 70 multiple-choice questions carrying one mark each, and Section B consists of three short answer questions each carrying 10 marks. All the questions in both the sections are compulsory.
- Write all the answers in the separate answer booklet provided to you.
- While answering the question, use the same numbering system as in the question paper.
- This paper has 10 numbered pages and it does not include the instruction page.

**Technical Graduates Selection Examination
Paper II: General Subject Knowledge**

Marks 100

Time: 90 Minutes

Section A: Multiple Choice Questions (70 Marks)

This section contains **SEVENTY** questions carrying one mark each. You are required to **answer all** the questions from this section in your answer booklet.

1. It is like a motor vehicle registration number- it is never shared.
 - a. ISSN
 - b. Class Number
 - c. Call Number
 - d. Accession Number

2. When do we decide to repair a worn out book
 - a. When we have more budget
 - b. When we have the required materials for repairing
 - c. If the worn out book is in great demand from the clients
 - d. When the staff members are free

3. Why does a library require adjustable date stamp?
 - a. Legible as compared to hand written dates
 - b. To save time
 - c. To maintain the neatness
 - d. To appear attractive

4. "Bhutan 20/20" belongs to which of the following sections
 - a. Reference
 - b. Fiction
 - c. Non-fiction
 - d. Government Document

5. The essential working tool for cataloguers in libraries is
 - a. DDC
 - b. AACR2
 - c. MARC
 - d. LCSH

6. Which of these tools would you use to assign subject headings
 - a. AACR2
 - b. DDC
 - c. LCSH
 - d. MARC

7. The primary reason for stock inventory is to check
 - a. How many items are missing
 - b. How many items have been loaned out
 - c. How many items need repair
 - d. Which items are to be withdrawn

8. The first thing that new students should be provided with
 - a. Library rules
 - b. Information on borrowing privileges
 - c. User Education
 - d. Reading materials

9. Why should we discourage patrons/clients from re-shelving?
 - a. So that they have more time to read
 - b. To avoid putting books in the wrong shelves
 - c. It is the job of the library staff
 - d. So that they don't mess other books on the shelves

10. The invention that changed the way books were stored in the library
 - a. Air Conditioning
 - b. Bookcase
 - c. Printing Press
 - d. Codex

11. From 1873 to 1906 he was to conceive and implement the form and substance of librarianship
 - a. Brian Vickery
 - b. Melvil Dewey
 - c. Charles Coffin Jewett
 - d. Derek Austin

12. XML stands for
 - a. Extensive Markup Language
 - b. Extensible Markup Language
 - c. Extensively Markup Language
 - d. Extensible Marked up Language

13. Which of the editions in the title will have updated content?
 - a. Music: An Appreciation (7th ed.)
 - b. Music: An Appreciation (6th ed.)
 - c. Music: An Appreciation (5th ed.)
 - d. Music: An Appreciation (4th ed.)

14. A single title published in both hardbound (HB) and in paperback (PB) will have
 - a. Near similar ISBN
 - b. Almost similar ISBN
 - c. Different ISBN
 - d. Identical ISBN

15. Placing things systematically in categories is
 - a. Cataloguing
 - b. Classification
 - c. Bar-coding
 - d. Processing

16. Had he achieved nothing else, his faceted classification would have proved sufficient to ensure his position in the pantheon of librarianship.
 - a. Sri Nandan Prasad
 - b. Nadezhda Kupskaya
 - c. S.R. Ranganathan
 - d. Joseph L. Wheeler

17. It is not an element of Book Processing
 - a. Cataloguing and classification
 - b. Accessioning
 - c. Shelving
 - d. Stamping

18. Identification stamp is used
 - a. Only in Books
 - b. Only in Periodicals
 - c. Only in Government Documents
 - d. All of the above

19. It is not one of the types of cataloguing
 - a. Subject cataloguing
 - b. Descriptive cataloguing
 - c. Title cataloguing

20. Which of these activities is not associated with Circulation
 - a. Loaning out books
 - b. Issuing overdue notice
 - c. Providing user education
 - d. Processing books

21. Julia Roberts starred in this movie as a librarian who had to fake her own death to escape her abusive husband
 - a. Sleeping with the Enemy
 - b. Pretty Woman
 - c. I Love Trouble
 - d. Mystic Pizza

22. The DDC number for Library and Information Sciences is
 - a. 020
 - b. 030
 - c. 040
 - d. 050

23. This musician/group performs the song “Love in the Library”.
- Jimmy Buffet
 - Green Day
 - New Model Army
 - Hawkwind
24. Credited with having built the first public library in his own country, this person contributed to the preservation of classic learning.
- Abbasid Caliph Harun al-Ma'mun
 - Alcuin
 - Flavius Magnus Cassiodorus
 - Charlemagne
25. The physical divisions of a book can be grouped into four parts. Identify the odd one from the following.
- The binding
 - The preliminary pages
 - The text
 - The auxiliary or reference material
 - Pictures and Illustrations
26. One of the following is not the type of repairing a book
- Re-sewing the spine
 - Rejoining the torn pages
 - Replacing loose or detached pages
 - Applying glue on the spine
27. When repairing the binding of a book the text block is Weighted down allowing some natural separation of the leaves at the spine is called
- Holding
 - Bonding
 - Compressing
 - Guarding
28. Ensuring the correct sequence of pages is called
- Folding
 - Gathering
 - Collation
 - Arranging
29. Which of the following is not the role of a library
- Support formal and informal education
 - Support research and development
 - Update knowledge
 - Meet new people

30. Derek Austin joined the staff of his local public library after finishing the eighth grade. His name is practically synonymous with this subject indexing system.
- DAI
 - STATIS
 - MARC
 - PRECIS
31. The library was headed by Ainsworth Ran Spofford, under whose directorship it grew to become a national institution.
- The Gottigen
 - The Biblioteca Medicea Laurenziana
 - The Library of parliament in Ottawa
 - The Library of Congress
32. This agency comprised part of real “internet”.
- SAILOR
 - NASA
 - ARPANET
 - SURAnet
33. Materials are categorized first by the name of a general discipline, then further by the names of classes or subclasses, but not arranged according to a classification system.
- A dictionary catalogue
 - A divided catalogue
 - An alphabetico-classed approach
 - A slip catalogue
34. This movie featured ghosts floating through a library.
- Ghostbusters
 - Running man
 - Beetlejuice
 - Casper
35. This organization has been instrumental in spreading books to newly developing countries.
- The NCLIS
 - UNESCO
 - NUC
 - Red Cross
36. What would a university student require to check out a library book?
- A notepad
 - An application
 - Student ID
 - A pen or pencil

37. What is a non-fiction?
- A material that is true.
 - Material that is not true
 - Cataloguing tool
 - Classification tool
38. Fiction books are arranged in alphabetical order by the
- First word in the title
 - Numerical (numbers)
 - Last name of the author
 - Publisher
39. What is Dewey Decimal System?
- A math problem
 - A system of decimals
 - The system of call numbers for nonfiction materials
 - Accession numbers
40. AND, OR, and NOT are....
- Subject headings
 - Key words
 - Descriptors
 - Boolean operators
41. <http://founders.howard.edu> is
- An email address
 - A URL or Internet Address used in the World Wide Web
 - A call number used to organize books
 - A Host name
42. In a library Course Reserves and the Auxilliary Collection are available at the:
- Reference Desk
 - Circulation desk
 - Periodicals Unit
 - Media Centre
43. To request information materials not available in the library you should go to the:
- Technical Services Department
 - Research Centre
 - ILL (Inter-Library Loan) Unit
 - Office of the Chief Librarian
44. A bibliography is
- A book about the life of someone
 - A book of drawings or charts
 - A list of references or citations
 - An essay about libraries

45. What does a call number identify?
- The date the item was added to the collection
 - The date the item was published
 - The location of the item
 - The publisher of the item
46. What is unique to an item in the library?
- Call Number
 - Publisher
 - Date of Publication
 - Accession Number
47. Most school libraries in Bhutan use
- Dewey Decimal Classification system
 - Universal Decimal Classification system
 - Library of Congress Classification system
 - Colon Classification system
48. ISBN is
- International Standard Base Number
 - International Standard Book Number
 - International Standard Ban Number
 - International Standard Number
49. ISSN stands for
- International Standard Series Number
 - International Standard Sequential Number
 - International Standard Sequence Number
 - International Standard Serial Number
50. The call Number of a book is stuck on the
- Spine of a book
 - Cover of a book
 - Title page a book
 - Last page a book
51. We automate libraries in order to
- Improve collection
 - Save the user/staff time in locating the information
 - Provide information
 - Confuse clients
52. A bibliography is
- A study of references
 - Biography of great people
 - A systematic listing of references
 - A Listing of printing press

53. MARC stands for
- Machine Readable Cards
 - Machine Read Cataloging
 - MAchine Readable Cataloging
 - Machine Read Catalogs
54. A conversation between a member of the library reference staff and a library user for the purpose of clarifying the user's needs is termed as
- Referencing
 - Reference Interview
 - Conferencing
 - Discussion
55. Which one of the following is not the criteria of a high-quality reference collection
- Up-to-date sources
 - Useful sources
 - Sources in standard lists
 - Out dated sources
56. It is not a synonym for weeding
- Deselection
 - Pruning
 - Deacquisition
 - Listing
57. The DDC Number for Rhetoric (composition) and collections from more than one literature is
- 807
 - 803
 - 801
 - 808
58. A reproduction of an earlier edition of a book without alterations, except in outward form, made after one or more editions have already been printed from the same plates, is called
- An edition
 - A reprint
 - An imprint
 - A revision
59. From the reference point of view FAQ stand for:
- Frequently Assigned Questions
 - Frequently Answered Questions
 - Frequently Acknowledged Questions
 - Frequently Asked Questions

60. A transaction in which library material is made available by one library to another upon request is known as
- Borrowing
 - Lending
 - Inter-library loan
 - Resource sharing
61. An entry additional to the main entry by which an item is represented in a catalogue is called
- Additional entry
 - Added entry
 - Add to the entry
 - Adding entry
62. DDC numbers for Dzongkha, Choekey literatures is
- 895
 - 886
 - 875
 - 864
63. Information is organized for
- Maintenance
 - Proper record
 - Easy retrieval
 - A library
64. URL stands for
- Ultimate Resource Locator
 - Universal Resource Locator
 - Uniform Resource Locator
 - United Resource Locator
65. The key to the resources of a library is
- Library catalogue
 - Internet
 - DDC
 - Automation
66. A user's request for information from a database or search engine is called
- Inquiry
 - Query
 - Quest
 - Question
67. HTML stands for
- Hypertext Makeup language

- b. Hypertext Markup language
 - c. Hypertext Marked-up language
 - d. Hypertext Made-up language
68. A printed horizontal strip of vertical bars affixed to all the library items and used for identifying specific library items is known as
- a. Identification Tag
 - b. ISSN
 - c. ISBN
 - d. Barcode
69. Which one of the following is not the goal of a reference interview
- a. Asking appropriate questions
 - b. Helping the library user
 - c. Making efficient use of both staff and user's time
 - d. Checking out library books
70. What is unique to a library book
- a. Call Number
 - b. Accession Number
 - c. Classification Number
 - d. Standard Book Number

Section B: Short answer questions (30 Marks)

This section contains THREE questions carrying 10 marks each. You are required to answer all the questions from this section.

1. Libraries in Bhutan face many challenges such as budget shortfalls, staff retention, increase in demands for services and accountability, just to name a few. From the perspective of a library type of your choice (school, public, special or academic), explain some of the strategies you would develop to overcome these challenges.
2. Staffing is generally considered one of the primary functions of library management. What activities are typically included in the staffing function? Discuss how developments of the last 25 years or so (both inside and outside libraries) have impacted the staffing function in library management. What are the challenges that library organizations face in staffing?
3. Computer and information technologies have transformed the role of librarians and the service libraries provide to clients. From the point of view of a type of library of your choice, identify and discuss three technologies that you believe are among the most important transforming technologies of the last few decades and discuss how each has changed the library, its services, and the profession. Then discuss what you think the future of each of those technologies will be in the decade to come.