

LIBRARY&INFORMATION SCIENCE(836)

QP CODE:360

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Marking Scheme Strictly Confidential (For Internal and Restricted use only) Senior Secondary School Examination, 2026 (XIIth) SUBJECT NAME : Library & Information Science (Q.P. CODE)	
General Instructions: -	
1	The CBSE has decided to introduce On Screen Marking (OSM) for the evaluation of Class XII answer Book with the 2026 Examination.
2	You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems which may affect the future of the candidates, education system and teaching profession. To avoid mistakes, it is requested that before starting evaluation, you must read and understand the spot evaluation guidelines carefully.
3	“Evaluation policy is a confidential policy as it is related to the confidentiality of the examinations conducted, evaluation done and several other aspects. Its leakage to public in any manner could lead to derailment of the examination system and affect the life and future of millions of candidates. Sharing this policy/document to anyone, publishing in any magazine and printing in Newspaper/Website, etc. may invite action under various rules of the Board and IPC.”
4	Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one's own interpretation or any other consideration. Marking Scheme should be strictly adhered to and religiously followed. However, while evaluating, answers which are based on latest information or knowledge and/or are innovative, they may be assessed for their correctness otherwise and due marks be awarded to them. In Class-XII, while evaluating two competency-based questions, please try to understand given answer and even if reply is not from marking scheme but correct competency is enumerated by the candidate, due marks should be awarded.
5	The Marking scheme carries only suggested value points for the answers. These are in the nature of Guidelines only and do not constitute the complete answer. The students can have their own expression and if the expression is correct, the due marks should be awarded accordingly.
6	The Head-Examiner must go through the first five answer books evaluated by each evaluator on the first day, to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. If there is any variation, the same should be zero after deliberation and discussion. The remaining answer books meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
7	Evaluators will mark (✓) wherever answer is correct. For wrong answer CROSS 'X' be marked. Evaluators will not put right (✓) while evaluating which gives an impression that answer is correct and no marks are awarded. This is most common mistake which evaluators are committing.
8	If a question has parts, please award marks on the right-hand side for each part in the OSM Portal. Marks awarded for different parts of the question will be totaled up by the OSM System.
9	If a question does not have any parts, marks must be awarded in the left-hand margin in the OSM Portal. This may also be followed strictly.

10	No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
11	A full scale of marks _____ (example 0 to 80/70/60/50/40/30 marks as given in Question Paper) has to be used. Please do not hesitate to award full marks if the answer deserves it.
12	Every examiner has to necessarily do evaluation work for full working hours i.e., 8 hours every day and evaluate 20 answer books per day in main subjects and 25 answer books per day in other subjects (Details are given in Spot Guidelines). This is in view of the reduced syllabus and number of questions in question paper.
13	<p>Ensure that you do not make the following common types of errors committed by the Examiner in the past :-</p> <ul style="list-style-type: none"> • Answers marked as correct, but marks not awarded. (Ensure that the right tick mark is correctly and clearly indicated. It should merely be a line. Same is with the X for incorrect answer.) • Half or a part of answer marked correct and the rest as wrong, but no marks awarded.
14	While evaluating the answer books if the answer is found to be totally incorrect, it should be marked as cross (X) and awarded zero (0) Marks.
15	The Examiners should acquaint themselves with the guidelines given in the "Guidelines for Spot Evaluation" before starting the actual evaluation.
16	The candidates are entitled to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.
17	If a candidate attempts both alternatives/options in a question where only one option/ alternative is required to be attempted, the Evaluator shall award marks in both the options. The system will take the higher of two scores and disregard the other response.
18	In a question having two options/alternatives, if a candidate has attempted only one, then the evaluator shall mark "NA" (Not attempted) against the option that has not been attempted by the candidate.

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MARKING SCHEME
LIBRARY & INFORMATION SCIENCE (Subject Code-836)
(PAPER CODE : 360) (P3600836)

Max. Time: 3 Hours

Max. Marks: 60

Q. No.	Answer	Source Material (NCERT/CBSE Study Material)	Unit/ Ch. No.	Marks
SECTION – A (Objective Type Questions)				
1.	Answer any 4 out of the given 6 questions on employability skills.			4x1=4
(i)	(c) and		(Unit-1, Page No:13)	1
(ii)	(a) Narcissistic Personality Disorder		(Unit-2, Page No:38)	1
(iii)	(b) Specific		(Unit-2, Page No:30)	1
(iv)	(d) Ctrl + M		(Unit-3, Page No:70)	1
(v)	(c) Non – technical		(Unit-4, Page No:83)	1
(vi)	(c) Krishi Vigyan Kendras		(Unit-5, Page No:115)	1
2. (i)	(b) National bibliography	Library Management	Chap1Unit1	1
(ii)	(c) International Standard Bibliographic Description	Library Management	Chap1Unit1	1
(iii)	(b) Accession Number	Library Management	Chap1Unit1	1
(iv)	(b) 20000	Library Management	Chap1Unit1	1
(v)	(a) Human Resource Management	Library Management	Chap1Unit1	1
(vi)	(c) Kolkata	Library Management	Chap1Unit1	1
(vii)	(a) Circulation Section	Library Management	Chap1Unit2	1

Answer any 5
out of 7 ...(5x1=5)

Answer any 6
out of 7 ...(6x1=6)

3. (i)	(b) Five	Organization of Library Resources	Chap2Unit1	1
(ii)	(a) Call Number	Organization of Library Resources	Chap2Unit1	1
(iii)	(a) : (Colon)	Organization of Library Resources	Chap2Unit1	1
(iv)	(d) 9 steps	Organization of Library Resources	Chap2Unit1	1
(v)	(a) Problem Facet	Organization of Library Resources	Chap2Unit1	1
(vi)	(c) SDI	Library & Information Services	Chap3Unit1	1
(vii)	(d) reference service	Library & Information Services	Chap3Unit1	1
4. (i)	(c) Referral	Library & Information Services	Chap3Unit2	1
(ii)	(d) 1958	Library & Information Services	Chap3Unit2	1
(iii)	(b) Subject Gateway	Library & Information Services	Chap3Unit2	1
(iv)	(b) quick reference	Library & Information Services	Chap3Unit1	1
(v)	(a) selective dissemination of information	Library & Information Services	Chap3Unit1	1
(vi)	(b) Passive Information services	Library & Information Services	Chap3Unit1	1
5. (i)	(b) Utility Software	Computer Application in Libraries	Chap4Unit1	1
(ii)	(c) e-Granthalaya	Computer Application in Libraries	Chap4Unit1	1

Answer any 5
out of 6 ...(5x1=5)

Answer any 5
out of 6 ...(5x1=5)

Answer any 5
out of 6 ...(5x1=5)

(iii)	(c) Inter Library Loan	Computer Application in Libraries	Chap4Unit1	1
(iv)	(b) Linux	Computer Application in Libraries	Chap4Unit1	1
(v)	(a) Operating System	Computer Application in Libraries	Chap4Unit2	1
(vi)	(d) LIBSYS	Computer Application in Libraries	Chap4Unit2	1
6. (i)	(b) Version 4.0	Computer Application in Libraries	Chap4Unit2	1
(ii)	(c) Noise	Communication Skills	Chap5Unit1	1
(iii)	Mechanical or technological barriers	Communication Skills	Chap5Unit1	1
(iv)	(a) oneself	Communication Skills	Chap5Unit1	1
(v)	(c) mass communication	Communication Skills	Chap5Unit1	1
(vi)	(b) human vocal chords or sound	Communication Skills	Chap5Unit1	1
SECTION – B (Subjective Type Questions)				
Answer any 3 out of given 5 questions on employability skills. Answer each question in 20-30 words.				3x2=6
7.	(i) Simple sentence has one independent clause only. While Complex sentence has one independent clause and at least one dependent clause. (ii) Simple sentence does not use Subordinating Conjunctions. While Complex sentence use subordinating conjunctions like because, although, since, if etc.		(Unit-1, Page No:16)	1+1=2
8.	An individual's motivation may come from within Intrinsic and Extrinsic Motivation. (i) Intrinsic Motivation – It includes activities for which there is no apparent reward but one derives enjoyment and satisfaction in doing them.		(Unit-2, Page No:24)	1+1=2

	(ii) Extrinsic Motivation – It arises because of incentives as external rewards. Lack of motivation may lead to frustration.			
9.	<p>Spreadsheet – It is an electronic document, which has row and columns. It is used to store data in a systematic way and do calculation. (Any four)</p> <ul style="list-style-type: none"> Components of Spreadsheet <p>(1) Row – A row is an arrangement of cells in a horizontal manner.</p> <p>(2) Column – A column is an arrangement of cells in a vertical manner.</p> <p>(3) Cell – A cell is rectangle shaped box where row and column meet.</p> <p>(4) Name box – It shows the location of the selected cell.</p> <p>(5) Worksheet – It is a collection of cells in the form of a grid.</p> <p>(6) Work book – It is a spreadsheet that has one or more worksheets.</p>		(Unit-3, Page No:39,41)	0.5 0.5 0.5 0.5
10.	<p>Stress management refers to the techniques and strategies to control a person's stress levels.</p> <p>Ways are stress management -</p> <p>Taking a walk in nature, doing physical activities, deep breathing exercises, meditation or yoga.</p>		(Unit-4, Page No:104)	1 0.5 0.5
11.	<p>(i) The purchase price of electric vehicles higher than fuel vehicles.</p> <p>(ii) Shorter driving range on a single charge compared to fuel vehicles.</p> <p>(iii) Charging stations is not as widespread as petrol stations. (Any two)</p>			1+1=2
12.	National Bibliography, Subject Bibliography, Trade Bibliography, Book Reviews, Bibliographic Databases (Any Four)	Library Management	Chap1Unit1	2
13.	Stock verification is the process of systematic checking the holdings of the library to find out the missing items. It helps in restoration of misplaced or missing items, finding out torn or worn-out items for repair or binding and provides opportunity for cleaning and changing arrangement of documents.	Organization of Library Resources	Chap2Unit1	2

Answer any 3 out of 5 3x2=6

14.	Reader's Advisory service is the process of recommending sources to library users based on their needs/ queries. The reference librarian chooses a source based on his/her skills, expertise and the nature of user's query.	Library & Information Services	Chap3Unit1	2
15.	A long-range reference query is one, the answer to which can be found only by consulting several reference works or source and which therefore takes a longer time to answer. A long-range reference query becomes a ready reference one when it is repeated a second time, since the answer is now readily available.	Library & Information Services	Chap3Unit2	2
16.	Mass communication is such a communication which takes place between one person and a group of people. Here, the source is one and the receivers are many. Broadcasting on radio, telecasting on television, etc. are a few examples of this category of communication.	Communication Skills	Chap5	2
17.	Following Information which help in identification of documents are recorded in a shelf list: Call No Title First author Brief description of the item Copy number Edition number The shelf list is arranged in the exact sequence of Call number as books are arranged on the shelves.	Library Management	Chap1Unit1 A	3 (2+1)
18.	The cataloguing section of a library is supposed to perform the following functions: (Any six) (i) Preparing catalogue (ii) Labelling and Pasting (iii) Label Writing and Assigning Location Mark (iv) Cards Checking by Chief Cataloguer (v) Filling Catalogue Cards (vi) Preparation of Addition List (vii) Transferring Catalogued Materials to Concerned Location	Organization of Library Resources	Chap2Unit1	3
19.	On the basis of functions, the software can be grouped in following categories: (i) Operating System (ii) Utility Software (iii) Application Software Application software is designed to perform a particular task or a group of tasks to satisfy the needs of a particular environment. They are	Computer Application in Libraries	Chap4Unit1	3

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Answer any 2 out of 3 2x3=6

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Answer any 3 out
of 5 3x4=12

	created by analysing the environment and the need of a particular system. For example, a Library Automation Software(LAS) is a customized application software for managing day to day functions of a library and its management.			
20.	<p>Collection development is the process of systematically building library collection to serve the varied needs of users such as studying, teaching, research, recreational and so on. The process includes selection, acquisition, maintenance, assessment and weeding or discarding of current and retrospective materials. It also includes planning of strategies to continue acquisition and evaluation of collections to determine its relevance based on the needs of the library users. In the process, the library staff in the Collection Development Team has to ensure that material is not duplicated and that acquisitions are coordinated and managed in the most cost-effective manner across the entire library system.</p> <p>Functions of Collection development</p> <ol style="list-style-type: none"> User's Analysis Selection Policies Acquisition policies Resource Sharing Weeding 	Library Management	Chap1Unit1 A	4
21.	<p>HRM: Human Resource Management</p> <p>The human resource management (HRM) is defined as a strategic and coherent approach to the management of an organization's most valued asset, that is, the personnel working there who individually and collectively contribute to the achievement of its objectives.</p> <p>There are five fundamental functions of HRM in any organization, which are also applicable to libraries. These functions are:</p> <ol style="list-style-type: none"> Human resource planning Staffing Communication Employee development and Employee maintenance 	Library Management	Chap1Unit1 B	4
22.	The Colon Classification scheme contains both, the basic subjects and their facets (which contain isolates). A basic subject can stand alone but in contrast an isolate is a term that mediates a basic subject. To create a class number, the basic subject is named first. The isolates follow, entered according to a facet formula. This formula states that every isolate in every facet is a manifestation of one of the five fundamental categories – personality, matter, energy, space and time.	Organization of Library Resources	Chap1Unit2	4

	<p>Personality is the distinguishing characteristic of a subject. Matter is the physical material of which a subject may be composed. Energy is any action that occurs with respect to the subject. Space is the geographic component of the location of a subject. And time is the period associated with a subject. As mentioned above, there are five fundamental categories into which a subject or main class is divided. These are the five aspects of a subject. Dr. Ranganathan named the five fundamental categories as PMEST, which is Personality, Matter, Energy, Space and Time. A subject may have a Personality aspect, a Matter aspect, an Energy aspect, and a space aspect and a Time aspect.</p>			
23.	<p>An information service provided for anticipating a user's needs is called an anticipatory information service. The important services under this category are given below</p> <p>(1) Current Awareness Services (CAS)</p> <p>(2) Selective Dissemination of Information (SDI)</p> <p>Selective Dissemination Of Information (SDI):</p> <p>The concept of Selective Dissemination of Information was originally given by Hans Peter Luhn in 1958. Selective Dissemination of Information (SDI) is a highly personalized service. It is a method of supplying each user or a group of users with references of documents or abstracts relating to their pre-defined areas of interest selected from documents published recently/received during the period in question. The basic concept behind SDI is the matching of information/documents with the profile of each user or group of users with same interest. A user profile and document profile are two important components of the SDI service. Then the matching items are brought to the attention of the user. The SDI is considered as one of the best current awareness services available at present.</p>	Library and Information Services	Chap3Unit1	4
24.	<p>The LAS has the provisions to undertake all the routine work under acquisition with the wide range of outputs, giving the librarian full control over acquisition process and budget. It supports in selection of library materials, ordering, receiving, accessioning, budgeting, fund management and other works of the section. The application of the LAS in acquisition section can be understood as follows:</p> <p>(i) Collecting bibliographical information through various selection tools and</p>	Use of Computer in Libraries	Chap4Unit1	4

	<p>managing the recommendations given by the members of the library.</p> <p>(ii) Assuring the availability of proposed materials within the available or allotted budget.</p> <p>(iii) Preparation of supply order to be sent to the vendors.</p> <p>(iv) Maintaining online records of all materials, ordered, received, accessioned, pending, etc.</p> <p>(v) Maintaining database of vendors.</p> <p>(vi) Detection of delay in supply and sending reminders.</p> <p>(vii) Checking in items received, processing of invoice, accessioning of materials.</p> <p>(Viii) Accounting fund for payment of bills and controlling the funds for books and other materials.</p> <p>All tasks of acquisition can be done accurately and efficiently with less human resources and in less time compared to manual system.</p>			
	<p style="text-align: center;">- o O o -</p>			