



**DIVISION of GENERAL Studies**  
**University of Abuja**  
**Second Semester Examination, 2017/2018 Session**

**Course Title:** Use of Library. **Course Code:** 122

**Time Allowed:** (11:30am-12:50pm) One Hour, Twenty Minutes

**Instruction:** Answer ALL question in Section A in the OMR Paper, and Two question from Section B in the Answer Booklet. WRITE YOUR REGISTRATION NUMBER CLEARLY AND SHADE CAREFULLY. Handle the OMR Paper carefully. DO NOT embed the OMR within the Answer Booklet. Submit separately

(Faculty of Education, Law, Chemistry, Engineering, Management science, Veterinary medicine, Arts, and Health Science)

**Section A: Answer All Question in the OMR Paper**

- \_\_\_\_\_ Library serves as legal depository for the country (a) Academic Library (b) Special Library (c) National Library (d) Private Library
- One of these libraries is referred to as "people universities" established to provide information resources for rural dwellers (a) Special Library (b) National Library (c) Academic Library (d) Public Library (e) Private Library
- Public libraries are established to perform one of these functions: (a) provision of information resources for sale (b) Restriction of access to information (c) Encouragement of educational process (d) discouraging lending of materials (e) Not providing information resources
- One of the cardinal objective of the library is to: (a) advertise and sell books to users (b) Acquire books and other library material in line with the curriculum and needs of users (c) Hide information sources (d) Keep books away from users (e) Under develop the library collection
- The Lagos book club was formed by expatriate civil servants and some Nigerians in (a)1820 (b) 1940 (c) 1920 (d) 1960 (e) 1880
- The Egyptians developed \_\_\_\_\_ which was a form of writing (a) Histogram (b) Literature (c) Paper and book (d) Hieroglyphic (e) Historian
- A collection of books and other literary materials kept for reading, study and consultation is called a \_\_\_\_\_ (a)Book shop (b) Store (c) Library (d) Book room (e) Book stand
- Which of the following library classification scheme uses mixed notions (a) Dewey Decimal Classification (b) Universal Decimal Classification (c) Library of Congress (d) Moy's Classification
- Arrangement of all knowledge into generally accepted classes in the library is known as (a) Cataloguing (b) Classification (c) Acquisition (d) Collation
- Selection of books and monographic series for ordering is one of the functions of \_\_\_\_\_ division of the library (a) Cataloguing and Classification (b) Circulation (c) Acquisition (d) Reference
- Collection development and cataloguing and classification are department in \_\_\_\_\_ Division of the library (a) Readers services (b) serials (c) Technical services, special collection (d) Bindery
- Reference unit of the library houses the following material except: (a) Encyclopedia (b) Bibliographies (c) Dictionaries (d) Newspapers
- \_\_\_\_\_ unit is responsible for student registration and lending of books to users in the library (a) Reference (b) Circulation (c) Serial (d) Reserved (e) Bindery
- The following are the units in the readers service division of the library except: (a) circulation (b) Reserved book room (c) Reference (d) Bindery
- Official publication issued by the government and its agencies containing information about their programmes and activities are called (a) Government policy (b) Government information (c) Government (d) Government publications
- Files of pamphlet materials in the library are called (a) Supplementary (b) Vertical files (c) Serial file (d) Reference files
- Publications issued in successive parts at regular interval and intended to be continued indefinitely in several volumes are called (a) Fiction books (b) periodicals (c) Textbooks (d) Theses
- All forms of information carries that can be used to record, store, preserve, transmit or retrieve information for research, learning and instructional purposes are called (a) Library material (b) Library shelves (c) Library cards (d) Library policy
- ISSN means: (a) International social subject number (b) International standard social number (c) International standard serial number (d) International study social number
- \_\_\_\_\_ is a printed classification scheme for arranging books in the library (a) Biography (b) Schedule (c) Scheme (d) publication
- Library materials are classified and catalogued in which division of the library (a) Law library (b) Collection Development (c) cataloguing and classification (d) serials

22. Library materials are divided into \_\_\_\_\_ and \_\_\_\_\_ (a) Book and print (b) Journal and Book (c) Print and non-print (d) Periodicals and books
23. The following are type of print materials except (a) journals (b) Audio-materials (c) government publications
24. One example of a general electronic data base is \_\_\_\_\_ (a) ERIC & AGORA (b) MEDLINE (c) EBSCOHOST & JSTOR (d) HINARI
25. E-books, E-journal, E-dissertation and E-thesis are \_\_\_\_\_ resources (a) Offline (b) Online (c) Physical (d) Software
26. Knowledge and skills acquisition using electronic technology is called \_\_\_\_\_ (a) E-commerce (b) E-marking (c) E-learning (d) E-banking
27. One of these is not a reference material (a) Directory (b) Manual (c) index (d) non-fiction
28. These are examples of general encyclopedia (a) Encyclopedia of social science and Education (b) Encyclopedia of Economics and science (c) Encyclopedia American and Britannica (d) Encyclopedia of Arts & Humanities
29. A short summary of a content of a work is known as \_\_\_\_\_ (a) Index (b) Abstract (c) Directory (d) Bibliography
30. A library \_\_\_\_\_ is a list of library materials arranged in systematic order to help the user to locate and retrieve book with ease (a) Serials (b) Catalogue (c) Card cabinet (d) Shelves
31. The catalogue cards in the library responsible for \_\_\_\_\_ (a) Author's name (b) Title of the books (c) Content of the book (d) class mark
32. The unit of the library responsible for the management of periodicals \_\_\_\_\_ (a) Bindery (b) Serials (c) Special collection (d) Acquisition
33. Copyright violation attracts (a) Honour (b) Fame (c) Punishment (d) Friends
34. One of the benefits of copyright law is to (a) To discourage piracy (b) To stop creative works (c) To punish (d) To help discourage authors from making money
35. An important principle in referencing is to be \_\_\_\_\_ (a) Unfavorable (b) Simple (c) Consistent (d) Ambiguous
36. The following are types of referencing style except (a) Harvard citation (b) American psychological Association (c) British Psychological Association (d) Modern language Association
37. \_\_\_\_\_ is the destruction of library books through tearing of pages and cutting of pictures (a) Overdue notices (b) Mutilation (c) Stealing (d) Noise making
38. \_\_\_\_\_ is a disadvantage to the use of ICT in libraries (a) Access to online resources (b) Access to offline resources (c) Erratic power supply (d) Access to varieties of information
39. Group of computer electronically connected for the purpose of sharing resource is called \_\_\_\_\_ (a) Computer system (b) Computer network (c) Computer programme (d) Computer services
40. Copyright of a work is infringed through unauthorized publication, scale lease, display and broadcast (a) True (b) False (c) I don't know (d) undecided
41. The following are library service except (a) Lending (b) Consultancy (c) Translation (d) Mutilation
42. Organized collection of computerized information or data such as article, books, graphics and multimedia that are in general or subject-based information abstracts or full text and can be accessed online or over the internet is known as \_\_\_\_\_ (a) Offline database (b) Conventional database (c) Online database (d) Physical data base
43. \_\_\_\_\_ library services are the direct personal assistance given to users in pursuit of information (a) Serials services (b) Reference services (c) Directory services (d) Loan service
44. Computer aided assessment consists of the following except (a) Web-site (b) CD ROMs (c) Educational animations (d) Offline
45. \_\_\_\_\_ activities in E-learning involved the exchange of idea and information with one or two students at same period of time (a) Disc (b) Audio (c) Synchronous (d) Electronic
46. \_\_\_\_\_ activities in E-learning use technology like blog, wikis and discussion boards (a) E-service (b) Asynchronous (c) E-administration (d) CD ROM
47. In academic using other peoples work without referencing them adequately amount to (a) Good work (b) Plagiarism (c) Piracy (d) Achievement
48. Reference must be cited when you do the following except: (a) Pirate (b) Paraphrase (c) Summarize (d) Quote
49. HTTP used in citing online resources means (a) Higher technology transfer protocol (b) Huge technical transfer protocol (c) Hypertext transfer protocol (d) higher technical translated programme
50. \_\_\_\_\_ is a person responsible for the intellectual context of a book (a) Publisher (b) Book Seller (c) Author (d) Librarian

## SECTION B (THEORY)

**INSTRUCTION: Answer all the question on your booklet.**

a. Give five (5) types of libraries

**ANS:**

- I. **ACADEMIC LIBRARY:** This is the type of library that is established by institutions of higher learning (such as: polytechnics, universities, college of education & mono-technics) to achieve their educational goal in the aspect of teaching, research and learning.
- II. **PUBLIC LIBRARY:** Public library is such that is established and funded by a state government to encourage educational processes and preserve local materials in the state.
- III. **NATIONAL LIBRARY:** A national library is a library that is established by the federal government of a nation to serve the information needs of the country. This library also serves as the national bibliographic center for the country.
- IV. **SPECIAL LIBRARY:** This is a library established to serve those who are specialized in a certain field alone. It is in most cases established and funded by an organization, industry, specialized research institute, media organization, etc.
- V. **PRIVATE LIBRARY:** This type of library is established by individuals to serve their private use. The owner of this library only acquire material that suit his/her interest only.

b. List five (5) types of Electronic resources in the library

**ANS:**

- I. Audio tapes
- II. Discs
- III. Graphs
- IV. Micro-films
- V. Projectuals
- VI. E-books
- VII. E-journals
- VIII. E-thesis
- IX. E-dissertation