**BABCOCK UNIVERSITY**

**SCHOOL OF MANAGEMENT SCIENCES**

**DEPARTMENT OF INFORMATION RESOURCES MANAGEMENT**

**GEDS 105: USE OF LIBRARY AND STUDY SKILLS.**

**NAME OF STUDENT------------------------------------------------------- MATRIC NO--------------------**

**COURSE OF STUDY------------------------------------------------------------------**

**NAME OF LECTURER ----------------------------**------------------------------------------------

**TIME: 1 Hour MARK: 60**

**INSTRUCTIONS: Answer all questions. Read the instructions carefully. No abbreviation is allowed.**

1. Reasons for keeping reserve books­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_ a. If a book is rare or very costly and have no other copies b. If there is high demand for a book within the same period. b. When a lecturer/instructor requests for a book to be placed on reserve c. When a few copies of the book are available d. all of the above e. None of the above.
2. Where do you get the meaning of words used in a book? **(**a) table of contents (.b). glossary (c). index (d). title page
3. Where can you find information about the publisher and copyright date of a book? **(**a). cover page (b). Verso (c). Table of contents page (d.) Recto (e) half title page
4. Which of the following is NOT true about the table of contents page?**(**a). The table of contents has the page number where each chapter begins. (b). The table of contents has the title of each chapter listed and the chapter number (c)The table of contents has details of every chapter with the page number.(d) None of the above.
5. Why do we study how to use the library? **(**a) To know about the library holdings and their locations. (b) To learn about the dos and don’ts of the library. (c) To effectively know how to use library resources .(d). All of the above.
6. The main functions of the library include the following, EXCEPT?**(**a) Selecting (b) Acquiring (c) Branding (d) Organizing (e) Disseminating
7. The binding of a book is made up of the following except **\_\_\_\_\_\_\_\_\_\_**

a. Cover b. Author c. Spine d. Title e. Place of publication

**8.** What is the feature of a table of contents?

a. List chapters as contained in a book. b. List chapters with pages of the book.

c. List chapters with pages as contained in a book. c. All of the above

**9.** Materials that contain sight and sound**:** a. Audio b. Visual c. Pamphlet d. Audiovisual

**10.** A library that serves pupils of a specified age is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

a. Special Library b. School Library c. Personal Library

d. Academic Library e. Public Library f. Research Library

**11.** A library that has no restriction on users/clientele is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

a. Academic Library b. Special Library c. Personal Library

d. Public Library e. School Library f. Research Library

**12.** Academic Library was established for the following purpose(s)

a. To provide materials for research b. To support the school’s curriculum

c. To support the research of the university faculty and students d. All of the above

**13.** Collections of Academic Library include the following EXCEPT ­­­­­­­­­­­­­­­­­­­­­­­­:

a. General Collection b. Special Collection c. Book Collection

d. Media Collection e. All of the above f. None of the above

**14.** The Acquisition Department carry out the following functions, EXCEPT:

a. book selection b. loaning of book

c. book purchases e. receipt of books in the library

**15.** The main function of the Cataloging department include the following, EXCEPT:

a. Registration of users b. Organizing library resources

c. Facilitate access to library resources d. Assigning of call numbers to resources

**16.** The full meaning of ISBN is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

a. International Standard Book Number b. International Standard Book Note

c. International Serial Book Number d. International Standard Borrower Number

**17.** Charging and discharging of Library materials is carried out at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

a. Security desk b. Circulation desk

c. Porters desk d. Printing desk

**18.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a compendium of knowledge

a. serials b. journals

c. encyclopedia d. textbook

**19.** Library of Congress uses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ notation

a. Alpha b. Alpha-numeric

c. Numeric d. Alpha numbers

20.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a list of topics discussed in a book, arranged alphabetically with page references?

a. Table of content b. References c. Index d. Endnotes e. Glossary

21. DDC has \_\_\_\_\_\_\_\_\_\_ main classes? a. 12 b. 26 d. 20 e. 10

22. Due dates stamped on a borrowed library material indicate a. when the book is purchased b. when the book is to be returned c. when the book is borrowed e. when the book is published

23 Library of Congress uses ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ alphabets a. 21 b. 28. c.23 d. 20 e. 26

*24.* Charging and discharging of library materials is carried out at **\_\_\_\_\_\_\_\_\_\_\_** a. Porter desk b. Duck desk c. Circulation desk d. circulatory desk e. Reception desk

25 Which reference would you use to find out how to pronounce the word oxygen?a. Atlas b. encyclopedia c. dictionary d. Almanac e. Thesaurus

26*.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a book containing the words of a language, or the terms of a subject and concepts; their meanings, usage, pronunciation and etymology. a. Atlas b. encyclopedia c. dictionary d. Almanac e. Thesaurus

27. The subject takes precedent in (a) Author catalogue (b) Subject catalogue (c) Title catalogue (d) Shelf-

list catalogue

28. \_\_\_\_\_\_\_\_\_\_\_\_\_are materials published by local, state and federal governmental bodies and agencies.

a. Atlas b. encyclopedia c. dictionary d. Almanac e. Government publications

29.\_\_\_\_\_\_\_\_\_\_\_\_ is a collection of maps and plates or charts, which provide geographical information about places. a. Atlas b. encyclopedia c. dictionary d. Almanac e. bibliography

30.\_\_\_\_\_\_\_\_\_\_\_\_\_ is a systematic list of publications, on a given subject or by a given author, in a particular geographical area, over a particular time. a. Alas b. encyclopedia c. dictionary d. bibliography e. Thesaurus

31.\_\_\_\_\_\_\_\_\_\_\_\_\_contain vital information about an organization’s telephone, fax and e-mail numbers. a. Atlas b. encyclopedia c. dictionary d. bibliography e. Directory

32.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_material provides summaries of publication. . a. Abstract b. encyclopedia c. dictionary d. bibliography e. Directory

33.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are publications issued at regular intervals. . a. Government publications b. encyclopedia c. dictionary d. bibliography e. Serials

34.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a well-planned reading whose aim is to capture and assimilate every necessary detail in a. a. reading b. researching c. studying d. learning e. teaching

35. Dictionary and encyclopedia are arranged in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order. a. Numerical b. Alphabetical c .Alpha- numerical d. Chorological e. Numerical-Alpha

36. Which reference sources would you use to find out how to pronounce the word ***oxygen***?

a. Atlas b. encyclopedia c. dictionary d. bibliography e. Directory

37. Which reference sources would you use to find out the best *fishing* *days* in the year? a. Atlas

b. encyclopedia c. dictionary d. bibliography e. Directory

38. Which reference would you use to learn more about Nigerian vegetation, boundaries, etc.?

a. Atlas b. encyclopedia c. dictionary d. bibliography e. Directory

39. \_\_\_\_\_\_\_\_\_\_\_\_ is a systematic arrangement of objects, ideas, books and other items which have like qualities or characteristics? a. Cataloguing b. Shelf-reading c. Shelving d. Classification e. Table of Catalogue,

40. Library catalogue provides \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the library holdings? a. call no b. Information

c. Access d. Number e. accession

41.\_\_\_\_\_\_\_\_\_\_\_\_\_ section is concerned with the selection and purchase of reading materials

a. Circulation b. Readers’ services c. Serials d. Acquisition e. Classification

42.\_\_\_\_\_\_\_\_\_ publications consulted for the purpose of giving current information.

. a. Government publications b. encyclopedia c. dictionary d. bibliography e. Serials

43.\_\_\_\_\_\_\_\_\_\_\_\_\_\_are sections responsible for maintaining the library catalogue

a. Circulation b. Readers’ services c. Serials d. Acquisition e. Cataloguing &Classification

44. \_\_\_\_\_ of a book is an expansion of the table of contents? a. Index b. Bibliography

c. Text d. Footnotes e. Appendix

45. A book has \_\_\_\_\_ main parts. a. 4/5 b. 5/6 c. 1/2 d. 2

46. Library \_\_\_\_\_\_\_\_\_\_is the use of computers and associated technology to carry out library services.

a. Automatic b. Automation c. Auto- computer e. Autobiography

47. Material referred to but not explained in the body of the work? a. index b. bibliography

c. Table of content d .Glossary e. Appendix

48.\_\_\_\_\_ is the arrangement of documents of any kind using a certain order. a. shelving b. shelf-reading c. filing d. coding e. packing

49.\_\_\_\_\_\_ is the arrangement of books according to their call number? a. filing b. shelf-reading c. shelving d. coding e. packing

50. Section where materials are not consulted from cover to cover \_\_\_\_\_\_\_\_\_\_\_\_\_\_ a. Circulation b. Serials c. Special collections d. Reference e. Readers’ services

51. A library responsible for legal depository \_\_\_\_\_ a. Academic b. University c. National d. Special e. Research

52. The first official place of contact between a library worker and a library user is called\_\_\_\_\_\_\_\_

a. Porter desk b. Duck desk c. Circulation desk d. circulatory desk e. Reception desk

53.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is integrated library software used by Babcock University Library? a. CDS/ISIS b. Ebsconet c. Strategic Library Automation(SLAM) d. KOHA e. LIBSYS h. Graphical Library

54.\_\_ is a means of ensuring that materials are at their appropriate places on the shelves? a. filling b. shelving c. shelf-reading d. cataloguing e. classification.

55. Library catalogue can be searched through \_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_ a. Author and Title b. Subject and Accession number c. ISBN d. Class no e. All of the above

56.The notation mark used to locate books on the shelf is called\_\_\_\_\_\_ a. Come number b. cale number c. file number d. call number e. class number

57. Which classification scheme does Babcock University library use.

1. Dewey Decimal Classification Scheme
2. Library of Congress Classification
3. Scheme
4. Bliss Bibliographic Classification Scheme
5. Colon Classification Scheme

58. Library of Congress Classification Scheme uses

1. Figures only for its classification marks
2. Uses only letters for its classification marks
3. Uses both letters and figures
4. Uses only alphabets

59. Which alphabets are not used in Library of Congress Classification Scheme?

1. I, O, W, X, Y
2. A, O, X, Y, Z
3. A, E, I, O, U
4. I, O, W, Y, Z
5. There are wrongly shelved books in a library because
6. Library workers may shelve when tired and hungry
7. Non library trained workers may engage in shelving
8. Library users may deliberately hide materials
9. Hiding books on the shelves to read after/Using one of the shelves to read
10. All of the above

**Answers**

|  |  |
| --- | --- |
| 1 | D |
| 2 | **B** |
| 3 | B |
| 4 | C |
| 5 | D |
| 6 | C |
| 7 | E |
| 8 | C |
| 9 | D |
| 10 | B |
| 11 | D |
| 12 | D |
| 13 | E |
| 14 | B |
| 15 | A |
| 16 | A |
| 17 | B |
| 18 | C |
| 19 | B |
| 20 | C |
| 21 | E |
| 22 | B |
| 23 | A |
| 24 | C |
| 25 | C |
| 26 | C |
| 27 | B |
| 28 | E |
| 29 | A |
| 30 | D |
| 31 | E |
| 32 | A |
| 33 | E |
| 34 | C |
| 35 | B |
| 36 | C |
| 37 | B |
| 38 | A |
| 39 | D |
| 40 | C |
| 41 | D |
| 42 | E |
| 43 | E |
| 44 | C |
| 45 | A |
| 46 | B |
| 47 | E |
| 48 | C |
| 49 | C |
| 50 | D |
| 51 | C |
| 52 | C |
| 53 | D |
| 54 | C |
| 55 | E |
| 56 | D |
| 57 | B |
| 58 | C |
| 59 | A |
| 60 | E |

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**GEDS 105: USE OF LIBRARY AND STUDY SKILLS**

**NAME OF STUDENT------------------------------------------------------- MATRIC NO--------------------**

**COURSE OF STUDY------------------------------------------------------------------**

**NAME OF LECTURER ----------------------------**------------------------------------------------

**TIME: 1 Hour MARK: 60**

**INSTRUCTIONS: Answer all questions. Read the instructions carefully. No abbreviation is allowed.**

1. What are acquired in libraries? a) government publication b) journals c) books d) all of the above
2. In book acquisition: a) only librarians recommend books to be bought b) only teachers recommend books to be bought c) only students recommend books to be bought d) librarians, teachers and students can recommend books to be bought
3. A library for business expertise is called a) academic library b) special library c) personal library d) public library
4. The part of a book referred to as the dictionary of the book is known as a) preface b) index c) glossary d) appendix
5. Materials published by the government are referred to as: a) public publications b) government publications c) journal publications d) political publications
6. A library that has no restriction on user/clientele is: a) public library b) academic library c)special library d) international library
7. Charging and discharging of library materials is carried out at: a) circulation desk b) porters desk c) acquisition desk d) security desk
8. Shelf reading is carried out to: a) discourage users from hiding books b) know the shelves for books c) ensure that books on the shelves are read d) keep the library staff busy
9. Libraries ------------------------- materials before classifying or cataloguing them: a) organize b) acquire c) display d) classify
10. Which of the following is not source of primary information a) textbook b) interview c) letter d) diary
11. A book has -------------- main parts: a) 4/5 b) 6/7 c) 2/3 d) 1/3
12. Academic libraries are libraries in: a) primary schools b) institution of higher learning c) secondary schools d) business centers
13. Public libraries are also known as: a) university library b) place of relaxation c) peoples’ comfort zone d) people’s university
14. School libraries are libraries in: a) universities b) primary and secondary schools c) institution of higher learning d) business centers
15. A means of ensuring that materials are at their appropriate place on the shelve is called: a) filing b) classification c) shelving d) shelf-reading
16. The section in charge of processing newly acquired materials is known as the: a) serials section b) cataloguing and classification section c) bindery section d) acquisition section
17. The copyright page is also known as: a) title page b) table of content page c) index page d) verso of the title page
18. Which section of the library is in charge of user registration: a) administrative section b) circulation section c) bindery section d) audiovisual section
19. The systematic arrangement of books or other items which have like qualities into groups or classes is known as: a) grouping b) filing c) classification d) shelving
20. Dewey Decimal Classification Scheme has ------------------------ main classes: a) 10 b) 21 c) 12 d)15
21. A library responsible for legal repository: a) Academic b. University c. National d. Special e. Research
22. The first official place of contact between a library worker and a library user is called: a) Porter desk b. Duck desk c. Circulation desk d. circulatory desk e. Reception desk
23. ------------ is integrated library software used by Babcock University Library? a) CDS/ISIS b) Ebsconet c) Strategic Library Automation(SLAM) d) KOHA e) LIBSYS
24. ---------------- is a means of ensuring materials are at their appropriate places on the shelves? a. filling b. shelving c. shelf-reading d. cataloguing e. classification.
25. Library catalogue can be accessed through \_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_ a. Author and Title b. Subject and Accession c. ISBN d. Call no e. All of the above
26. The notation mark used to locate books on the shelf is called\_\_\_\_\_\_ a. Come number b. cale number c. file number d. call number e. class number
27. Which classification scheme does Babcock University library use? a) Dewey Decimal Classification Scheme b) Library of Congress Classification Scheme c) Bliss Classification Scheme d) Expansive Classification Scheme
28. Library of Congress Classification Scheme uses ----------- for its classification marks: a) alphabet and numeral b) alphabet and symbol only c) numeral only d) symbols only
29. Which alphabets are reserved for future use in Library of Congress Classification Scheme? a) I, O, W, X, Y b) A, O, X, Y, Z c) A, E, I, O, U d) I, O, W, Y, Z
30. There are wrongly shelved books in a library because: a) Library workers may shelve when tired and hungry b) Non library trained workers may engage in shelving c)Library users may deliberately hide materials d) all of the above
31. -------------- is issued at the circulation desk: a) meal ticket b) party ticket c) leave of absence ticket d) borrower’s ticket
32. For active study: a) eat heavy food b) rest c) no food is needed d) rest is needed
33. -------------- has a lot to do with a student’s intellect and sensation: a) the teeth b) the brain c) the jotter d) the handset
34. Flash cards are used for: a) reading when sleeping b) reading when playing c) essay writing d) memory retention
35. --------------- provides background information on topics: a) journal b) abstract c) author biography d) encyclopedia
36. --------------- is often called the compendium of knowledge: a) Library staff b) the university librarian c) the catalogue d) encyclopedia
37. --------------- provides access to library collections: a) textbook b) Dictionary c) Circulation d) Library Catalogue
38. -------------- are numbers given to any book acquired in the library: a) call name b) reference name c) accession number d) user’s number
39. -------------- is placed at the spine of library book: a) file number b) call number c) catalogue number d) accession number
40. Information on an organization’s address can be found in: a) notebook b) encyclopedia c) dictionary d) directory
41. -------------- brings all related items together: a) classification b) directory c) serials d) title
42. Books that can be borrowed for two weeks in the library: a) books in the reference section b) books at the circulation c) books at the main stack d) books on reserve
43. ---------------- can be consulted when in need of a book in the library: a) school administrator b) faculty officer c) library staff d) university management
44. --------------- contain statistical information: a) an index b) bibliography c) directory d) almanac
45. Publications produced at regular interval: a) book b) classification scheme c) the library d) journal
46. The main function of the library include the following except: a) selecting b) branding c) organizing d) disseminating
47. Two types of library situated in learning environment: a) school and government library b) national and public c) special and government library d) school and academic library
48. The apex library in Nigeria is called: a) college library b) National library c) special library d) academic library
49. The authoritative page of a book: a) verso page b) table of content page c) title page d) auxiliary page
50. ------------- can affect the brain: a) what we eat and inhale b) what we drink and smoke c) what we watch d) all of the above
51. Studying involve: a) dancing b) reading c) playing d) walking up and down
52. In order to be alert in class: a) eat heavy food and do not sleep b) sleep well and avoid heavy food c) none of the above d) all of the above
53. One of the important study tips include: a) eating heavy food b) inhaling smoke c) time management d) none of the above
54. In remembering process ---------------and ------------- are helpful: a) acronyms and abbreviation b) studying in an unconducive environment c) over confidence is necessary d) all of the above
55. Materials that contain sight and sound: a) audio b) visual c) audiovisual d) pamphlet
56. The part of the book that is like dictionary: a) preface b) index c) appendix d) glossary
57. The seat of wisdom and intellect: a) artery b) head c) brain d) heart
58. SDI: a) Students Department Information b) Section for Delivering Information c) Section for Disabled Information d) Selective Dissemination of Information
59. OPAC: a) On Public Access Card b) Online People Access Catalogue c) One Person Access Catalogue d) Online Public Access Catalogue
60. ISBN: a) International Several Business Number b) Institutional Serial Business Number c) Institutional Standard Number d) International Standard Serial Number

**ANSWERS**

1. D
2. D
3. B
4. C
5. B
6. A
7. A
8. A
9. B
10. A
11. A
12. B
13. D
14. B
15. D
16. D
17. D
18. B
19. C
20. A
21. C
22. C
23. D
24. C
25. E
26. D
27. B
28. A
29. D
30. D
31. D
32. B
33. B
34. D
35. D
36. D
37. D
38. C
39. B
40. D
41. A
42. C
43. C
44. D
45. D
46. B
47. D
48. B
49. C
50. D
51. B
52. B
53. C
54. A
55. C
56. D
57. C
58. D
59. B
60. D

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**TIME: 1 Hour MARK: 60**

**INSTRUCTIONS: Answer all questions. Read the instructions carefully. No abbreviation is allowed.**

1. The first official place of contact between the library worker and a user is the \_\_\_\_\_\_\_\_\_\_\_\_
2. Library (b) Circulation (c) Serial (d) Reference
3. Public Library is also known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a) Pupils Library (b) Public Center (c) Peoples University (d) Public University.
4. School libraries are libraries in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a ) Primary School only (b) Libraries in Secondary School only (c) Libraries in both Primary and private school only (d) Libraries in primary and secondary schools
5. A means of ensuring that materials are at their appropriate places on the shelves is called (a) Shelf reading (b) Reading shelf (c) Checking the books (d) Shelf Checking
6. The part of a book referred to as the dictionary of the book is known as : (a) Reference (b) Glossary (c) Appendix (d) preference
7. Libraries \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ materials before classifying them: (a) bind (b) organize (c) acquire (d) display
8. A book containing the words of a language is known as: (a) encyclopedia (b) reference (c) dictionary (d) manual
9. Charging and discharging of library materials is carried out at: (a) circulation desk (b) acquisition desk (c) porter’s desk (d) security desk
10. A library that has no restriction on user/ clientele is: (a) school library (b) special library (c) public library (d) international library
11. Materials published by the government are referred to as: (a) public publication (b) political publication (c) government publication (d) journal publication
12. Libraries provide information resources in different formats to: (a) Organizations only (b) researchers only (c) students and pupils only (d) all of the above
13. The following are examples of online databases except (a) EBSCOHOST (b) CD-ROM (c) AGORA (d) AJOL
14. The essence of library user education is to achieve the following except (a) educate the library users on how to use the library resources b) equip the library users to access the library materials independently (b) enable the library users to retrieve information resources of the library (d)train the library staff on how to handle library resources
15. The history and development of library can be classified into the following eras except; (a) ancient (b) traditional (c) modern (d) middle
16. ------------- can affect the brain: a) what we eat and inhale b) what we drink and smoke c) what we watch d) all of the above
17. Studying involve: a) dancing b) reading c) playing d) walking up and down
18. In order to be alert in class: a) eat heavy food and do not sleep b) sleep well and avoid heavy food c) none of the above d) all of the above
19. One of the important study tips include: a) eating heavy food b) inhaling smoke c) time management d) none of the above
20. Which reference source would you use to find how to pronounce the word **“oxygen”?** (a) Directory (b) dictionary (c) encyclopedia (d) directory
21. In remembering process ---------------is helpful: a) acronyms and abbreviation b) studying in an unconducive environment c) over confidence is necessary d) all of the above
22. When was the first University library in Nigeria established? (a) 19 44 (b) 1945 (c) 1947 (d) 1948
23. The following are parts of a book except (a) Cover Jacket (b) picture (c) the preliminary pages (d) the text
24. The preliminary pages provide the following information except (a) Reference (b)Title of a book (c) Author’s name (d) copy right
25. The auxiliary pages of a book exclude all except: (a ) appendix (b) Glossary (c) index (d) preface
26. In the parts of a book, an expansion of the table of content is (a) text (b) introduction (c) recommendation (d) auxiliary
27. The following are found on the auxiliary pages except: (a) preface (b) glossary (c) bibliography (d) appendix
28. The functions of academic library are, except: (a) provision of information materials to lectures only (b) provision of information materials in support of learning process of students’ course work (c) provision of conducive accommodation for study and research (d) provision of information materials required for academic programmes
29. Public libraries perform the following functions except: (a) education (b) promotion of illiteracy (c) provision of information (d) promotion and preservation of culture
30. The following are the advantages of virtual libraries except: (a) It saves time (b) it limits user in downloading and manipulation of text (c) it often allows for multiple and concurrent users (d)it eliminates the problem of a book being missing
31. The following are the disadvantage of virtual libraries except: (a) some users are comfortable using books (b) everything is not available in digital format (c) there is often difficulties with downloading or printing (d) the virtual library does not rely on power and computer networks in order to be available for use
32. The type of the library that can be found in primary and secondary level of education is (a) school library (b) secondary library (c) academic library (d) special library
33. The libraries which can be found in institution of higher learning are (a) university libraries (b) academic libraries (c) public libraries (d) polytechnic libraries
34. The apex of the public libraries is the (a) public library ( b) nation library (c) national library (d) union library
35. The libraries that are established and owned by government to provide information for everyone are (a) everybody’s libraries (b) universal libraries (c) general libraries (d) public libraries
36. The library that has no restriction to any category of user is (a) union library (b) special library (c) public library (d) universal library
37. The full meaning of ISBN is (a) International School Book Number (b) International Standard Book Name (c) International Service Book Number (d) International Standard Book Number
38. The full meaning of ISSN is (a) International Serial Standard Number (b) International Serial School Number (c) International Standard Serial Number (d) International Standard Service Number
39. The type of library that is established to meet the information needs of a particular group of people or organization is known as (a) people’s library (b) special library (c) selected library (d) academic library
40. The library that is established and owned by individual is known as (a) personnel library (b) organization library (c) one person library (d) private library
41. Virtual library in also known as the following except (a) digital library (b) electronic library (d) wall less library (d) access library
42. The section of the library that is responsible for processing and cataloguing of library information materials is: (a) technical section (b) processing section (c) circulation section (d) reference section
43. The major activity that takes place before book processing is (a) book selection (b) book acquisition (c) book stamping (d) book cataloguing
44. The bibliographic information of a book are except (a) the price (b) author’s name (c) year of publication (d) title of a book
45. The copy right page provides the following information about a book except: (a) author’s name (b) year of publication (c) place of publication (d) number of pages of a book
46. The section of the library that is responsible for the management of periodicals is (a) circulation section (b) technical section (c) serial section (d) reader service section
47. The information materials available at the reference section of the library are except: (a) dictionaries (b) encyclopedias (c) bibliographies (d) journals
48. The reference material that provides detailed information about people that are alive and dead is (a) bibliography (b) biography (c) compendium (d) directory
49. The duties of a circulation worker include the following except: (a) loaning of book (b) binding of warn out books (c)) registration of library users (d) stamping date due
50. Shelving and shelf-reading are activities carried out in which sections of the library: (a) Readers’ services/circulation (b) reference (c) serials section (d) all of the above
51. Library acquires the following information resources except: (a) book (b) reference sources (c) video (d) audio visual material only
52. The following are the reasons for classifying library resources except: (a) to make the library neat (b) for easy retrieval of the library materials (c) bring related subjects into close proximity (d) bring users in contact with specific bools
53. Which of this is the feature of table of contents? (a) lists chapters as contained in the book (b) lists chapters with page numbers (c) lists chapters with pages as contained in the book (d) all of the above
54. In Dewey Decimal Classification (DDC), the whole body of knowledge is divided into which of the following main classes (a) twelve (b) eleven (c) ten (d) six
55. The Library of Congress classification system divided knowledge into how many classes? (a) 18 (b) 19 (c) 20 (d) 21
56. The following are forms of catalogue except: (a) book catalogue (b) serial catalogue (c) card catalogue (d) online public access catalogue
57. The following are the types or kinds of library catalogues except: (a )title catalogue (b) author/main catalogue (c) subject catalogue (d) card catalogue
58. The following are the examples of electronic databases except: (a) EBSCOhost (b) DOAJ (c) LEXIS NEXIS (d) STOR
59. The following are the most frequently used referencing and citation styles in the academic world except: (a) APA (b) Chicago Manual of Style (c) Harvard referencing method (d) NLA style of Referencing
60. The following are the examples of periodicals except: (a) Journals (b) magazines (c) manual (d) Newspapers
61. The library is primarily set up to perform the following major activities except: (a) acquire (b) process (c) disseminate (d) arrange (e) all of the above

**Answer**

1. b
2. c
3. d
4. a
5. b
6. c
7. c
8. a
9. c
10. c
11. d
12. b
13. d
14. b
15. d
16. b
17. b
18. c
19. b
20. a
21. c
22. b
23. a
24. d
25. a
26. a
27. a
28. b
29. b
30. d
31. a
32. b
33. c
34. d
35. c
36. d
37. c
38. b
39. d
40. d
41. a
42. b
43. a
44. d
45. c
46. d
47. b
48. b
49. d
50. d
51. a
52. d
53. c
54. d
55. b
56. d
57. d
58. d
59. c
60. e

**BABCOCK UNIVERSITY**

**SCHOOL MANAGEMENT SCIENCES**

**DEPARTMENT OF INFORMATION RESOURCES MANAGEMENT**

**GEDS 105: USE OF LIBRARY AND STUDY SKILLS**

**NAME OF STUDENT------------------------------------------------------- MATRIC NO--------------------**

**COURSE OF STUDY------------------------------------------------------------------**

**NAME OF LECTURER ----------------------------**------------------------------------------------

**TIME: 1 Hour MARK: 60**

**INSTRUCTIONS: Answer all questions. Read the instructions carefully. No abbreviation is allowed.**

1. The first official place of contact between a library worker and a user is\_\_\_\_\_\_\_\_ (a) Cafeteria (b) Serials (c) Circulation (d) Acquisition
2. \_\_\_\_\_\_\_ is the section in the library where materials are not meant to be read cover by cover are kept (a) Technical section (b) Serial section (c) Circulation section (d) Reference section
3. \_\_\_\_\_\_\_\_&\_\_\_\_\_\_\_\_\_are examples of reference material except (a) Magazines and journals (b) Map and Atlas (c) encyclopedia and dictionary (d) Year book and Gazetteer
4. \_\_\_\_\_\_\_\_\_ is an example of types of catalogue except (a) Britannica (b) Title (c) Subject (d) Author
5. \_\_\_\_\_\_\_\_\_\_\_is the process of checking library collection on shelves to know whether book is in their appropriate places (a) Shelf reading (b)Sorting (c) Organizing(d) Shelving
6. Circulation desk is also known as \_\_\_\_\_\_\_\_ (a) Operations (b) User-friendly (c) Readers’ services (d) Security point
7. The main functions of a library include the following except (a) selecting (b) organizing (c) branding (d) disseminating
8. The library responsible for legal depository is called \_\_\_\_\_\_\_ (a)Academic (b) Special (c) Public (d) National
9. \_\_\_\_\_\_\_\_\_\_\_ takes place at the circulation desk (a) buying and selling (b) Photocopying (c) Loaning books (d) shelf reading
10. Acquisition section perform the listed functions except (a) loaning books (b) selection of materials (c) Ordering (d) Receiving and processing materials
11. \_\_\_\_\_\_\_library do not have restricted clientele (a) Academic (b) Special (c) National (d) Public
12. \_\_\_\_\_\_\_library aids research, learning and education: (a) Public/National (b) Academic/Special (c)All of the above (d) None of the above
13. There are \_\_\_\_\_\_\_ parts of a book (a) 4/5 (b) 5/6 (c) 2 (d) 6
14. \_\_\_\_\_\_\_is the seat of the intellect and of sensation (a) Nerve (b) Brain (c) Spinal cord (d) Heart
15. Holy spirit communicate to us through our brain (a) Yes (b) No
16. \_\_\_\_\_\_\_\_are publications produced at regular interval (a) Gazetteer (b) Serials (c) books (d) Encyclopedia
17. Part of the book that gives the chapter outline with their page reference is called\_\_\_\_\_\_\_\_ (a) Glossary (b) Appendix (c) Table of Content (d) Index
18. \_\_\_\_\_\_\_\_\_\_is a type of library established to meet information need of particular group of users (a) Academic (b) Special (c) National (d) Public
19. Library is meant for\_\_\_\_\_\_\_\_ (a) Socializing (b) Advertising (c) Learning and Research (d) Meeting
20. The following are functions of public library except\_\_\_\_\_\_\_\_ (a) Education (b)Provision and Preservation of culture (c) Provision of information (d)Publishing
21. \_\_\_\_\_\_\_\_\_\_ is a list of all documents which form the holdings of a library: (a) Library Compendium (b) Library Catalogue (c) Shelf-list Catalogue (d) Book Record Catalogue
22. Part of the book that provide alphabetical list of terms with definition is called\_\_\_\_\_\_\_\_\_ (a) Appendix (b) Glossary (c) Indexes (d)
23. \_\_\_\_\_\_\_\_Provides list of topic discussed in the work and arranged alphabetically with their page reference: (a) Glossary (b) Index (c) Appendix (d) Table of Content
24. Academic libraries are libraries in (a) Banks (b) Homes (c) Tertiary Institutions (d) Farms
25. \_\_\_\_\_\_\_\_\_\_\_ is a unique identifier assigned to every library processed materials (a) Call name (b) Call number (c) Core number (d) Ascension number
26. Library catalogue not accessible to users: (a) subject (b) Shelf list (c) title (d) author
27. The section of the library in charge of processing newly acquired materials is known as\_\_\_\_\_\_\_(a)Reference (b)Acquisition (c)Cataloguing and Classification (d)Serials
28. The copyright page is also known as \_\_\_\_\_\_\_ (a) Front page (b)Preliminary page (c)Verso (d) Appendix
29. School libraries are the following except (a)Primary (b)Nursery (c)School of Nursing (d) Secondary Schools
30. \_\_\_\_\_\_\_\_\_ is the art of checking the library collection on shelves to know whether books materials are in their appropriate places (a) shelf guide (b) Shelf list (c) Shelf tag (d) Shelf reading
31. The following are sections of the library except \_\_\_\_\_\_\_\_ (a) Shelf tag (b)Serials (c)Circulation (d)Technical
32. Library Suitable for every citizenry from small to adult is known as \_\_\_\_\_\_\_\_\_(a)Public (b)Academic (c) Special (d) Private
33. Reference service is classified into (a) 4 (b)10 (c) 2 (d) 3
34. Librarians can place a book on reserve when there is (a) high demand of it (b)Attractive (c)Hard cover (d) Cheap
35. The subject takes precedent in (a) Author catalogue (b)Subject catalogue (c) C
36. Borrowers ticket are issued at \_\_\_\_\_\_\_\_\_\_section of the library (a)Serials (b) Circulation (c) Acquisition (d)Administrative
37. The following are search tool except (a) Documentary (b) Abstract (c) Library catalogue (d) Bibliography
38. Why do we study how to use the library? **(**a) To know about the library holdings and their locations. (b) To learn about the dos and don’ts of the library. (c) To effectively know how to use library resources .(d). All of the above.
39. The main functions of the library include the following, EXCEPT?**(**a) Selecting (b) Acquiring (c) Branding (d) Organizing (e) Disseminating
40. OPAC (a)Only Public Access Catalogue (b) Online Purchase Assistant Call (c) Online Public Access Catalogue (d)Only Pay Allowance to Cashier
41. ISBN (a)International Serial Book Number (b) Internet Solution Book Number (c) International Standard Book Number (d) Internet Standard Book Number
42. \_\_\_\_\_\_\_\_\_ is the utilization of ICT tools to enhance library operations and services (a) OPAC (b) Internet (c) Website (d) Library Automation
43. Reasons for keeping reserve books­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_ a. If a book is rare or very costly and have no other copies b. If there is high demand for a book within the same period. b. When a lecturer/instructor requests for a book to be placed on reserve c. When a few copies of the book are available d. all of the above e. None of the above.
44. Which part of a book gives you meaning of words used in a book? **(**a) table of contents (.b). glossary (c). index (d). title page
45. Where can you find information about the publisher and copyright date of a book? **(**a). cover page (b). Verso (c). Table of contents page (d.) Recto (e) half title page
46. Which of the following is NOT true about the table of contents page?**(**a). The table of contents has the page number where each chapter begins. (b). The table of contents has the title of each chapter listed and the chapter number (c)The table of contents has details of every chapter with the page number.(d) None of the above.
47. The following are advantages of library automation except \_\_\_\_\_\_\_ (a) Facilitate buying and selling (b) Improved productivity (c) improved accessibility (d) Optimize the use of human and other resources
48. \_\_\_\_\_\_\_\_\_ materials have advantage over print materials since it allows multiple access (a) online (b) world wide web (c) google (d) Internet
49. \_\_\_\_\_\_\_\_\_ are used to aid memory retention (a) Papers (b) Memory cards (c) Flashcards (d) Textbooks
50. \_\_\_\_\_\_\_\_\_\_ ticket is issued at the circulation section of the library (a) Users (b) Patrons (c) Customers (d) Borrowers’
51. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a well-planned reading whose aim is to capture and assimilate every necessary detail in a reading. a. reading b. researching c. studying d. learning e. teaching
52. Dictionary and encyclopedia are arranged in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order. a. Numerical b. Alphabetical c .Alpha- numerical d. Chorological e. Numerical-Alpha
53. Which reference sources would you use to find out how to pronounce the word *oxygen*? a. Atlas b. encyclopedia c. dictionary d. bibliography e. Directory
54. ISSN represent (a) Internet Standard Stated Number (b) Internet Server Solution Number (c) International Standard Serial Number (d) Indigenous System Student Number
55. \_\_\_\_\_\_\_\_ is an example of primary source of information (a) Text book (b) Speeches (c) Dictionary (d) Encyclopedia
56. \_\_\_\_\_\_\_\_ is an example of secondary source of information (a) Text book (b) Speeches (c) Dictionary (d) Encyclopedia
57. None book materials exist in \_\_\_\_\_\_\_\_\_ (a) Print (b) Audiovisual (c) Encyclopedia (d) Yearbook
58. \_\_\_\_\_\_\_\_\_\_ is needed for active study (a) Smoking (b) Alcohol consumption (c) Rest (d) Playing
59. \_\_\_\_\_\_\_\_\_involves reading (a) Drawing (b) Mapping (c) Graphing (d) Studying
60. \_\_\_\_\_\_\_\_\_\_ is a way of acknowledging literature sources consulted in a piece of writing (a) Citation (b) Referencing (c) Acknowledgement (d) Referencing style

**Answers**

1. **C**
2. **D**
3. **A**
4. **A**
5. **A**
6. **C**
7. **C**
8. **D**
9. **C**
10. **A**
11. **D**
12. **C**
13. **A**
14. **B**
15. **A**
16. **B**
17. **C**
18. **B**
19. **C**
20. **D**
21. **B**
22. **B**
23. **B**
24. **C**
25. **B**
26. **B**
27. **C**
28. **C**
29. **C**
30. **D**
31. **A**
32. **A**
33. **C**
34. **C**
35. **B**
36. **B**
37. **A**
38. **D**
39. **C**
40. **C**
41. **C**
42. **D**
43. **D**
44. **B**
45. **B**
46. **C**
47. **A**
48. **A**
49. **C**
50. **D**
51. **C**
52. **B**
53. **C**
54. **C**
55. **B**
56. **A**
57. **B**
58. **C**
59. **D**
60. **B**

**BABCOCK UNIVERSITY**

**SCHOOL MANAGEMENT SCIENCES**

**DEPARTMENT OF INFORMATION RESOURCES MANAGEMENT**

**GEDS 105: USE OF LIBRARY AND STUDY SKILLS**

**NAME OF STUDENT------------------------------------------------------- MATRIC NO--------------------**

**COURSE OF STUDY------------------------------------------------------------------**

**NAME OF LECTURER ----------------------------**------------------------------------------------

**TIME: 1 Hour MARK: 60**

**INSTRUCTIONS: Answer all questions. Read the instructions carefully. No abbreviation is allowed.**

1. Two types of libraries situated in learning environment: a) school and personal b) national and public c) special and government d) school and academic
2. The apex library in Nigeria is called: a) college library b) National library c) special library d) academic library
3. The authoritative page of a book: a) verso page b) table of content page c) title page d) auxiliary page
4. ------------- can affect the brain: a) what we eat and inhale b) what we drink and smoke c) what we watch d) all of the above
5. Studying involves: a) dancing b) reading c) playing d) walking up and down
6. In order to be alert in class: a) eat heavy food and do not sleep b) sleep well and avoid heavy food c) none of the above d) all of the above
7. One of the important study tips include: a) eating heavy food b) inhaling smoke c) time management d) none of the above
8. In remembering process ---------------------------- is helpful: a) acronyms and abbreviation b) studying in an unconducive environment c) over confidence is necessary d) all of the above
9. Materials that contain sight and sound: a) audio b) visual c) audiovisual d) pamphlet
10. The part of the book that is like dictionary: a) preface b) index c) appendix d) glossary
11. The seat of wisdom and intellect: a) artery b) head c) brain d) heart
12. SDI: a) Students Department Information b) Section for Delivering Information c) Section for Disabled Information d) Selective Dissemination of Information
13. OPAC: a) On Public Access Card b) Online People Access Catalogue c) One Person Access Catalogue d) Online Public Access Catalogue
14. ISBN: a) International Several Business Number b) Institutional Serial Business Number c) Institutional Standard Number d) International Standard Book Number
15. Reasons for keeping reserve books­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_ a. If a book is rare or very costly and have no other copies b. If there is high demand for a book within the same period. b. When a lecturer/instructor requests for a book to be placed on reserve c. When a few copies of the book are available d. all of the above e. None of the above.
16. Which part of a book gives you meaning of words used in a book? **(**a) table of contents (.b). glossary (c). index (d). title page
17. Where can you find information about the publisher and copyright date of a book? **(**a). cover page (b). Verso of the title page (c). Table of contents page (d.) Recto (e) half title page
18. Which of the following is NOT true about the table of contents page?**(**a). The table of contents has the page number where each chapter begins. (b). The table of contents has the title of each chapter listed and the chapter number (c)The table of contents has details of every chapter with the page number.(d) None of the above.
19. Why do we study how to use the library? **(**a) To know about the library holdings and their locations. (b) To learn about the dos and don’ts of the library. (c) To effectively know how to use library resources .(d). All of the above.
20. The main functions of the library include the following, EXCEPT?**(**a) Selecting (b) Acquiring (c) Branding (d) Organizing (e) Disseminating
21. The binding of a book is made up of the following except **\_\_\_\_\_\_\_\_\_\_** a. Cover b. Author c. Spine d. Title e. Place of publication
22. Borrowers ticket are issued at \_\_\_\_\_\_\_\_\_\_section of the library (a)Serials (b) Circulation (c) Acquisition (d)Administrative
23. Materials that contain sight and sound**:** a. Audio b. Visual c. Pamphlet d. Audiovisual
24. A library that serves pupils is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a. Special Library b.School Library c. Personal Libraryd. Academic Library e. Public Library f. Research Library
25. A library that has no restriction on users/clientele is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a. Academic Libraryb. Special Library c. Personal Libraryd. Public Library e. School Library f. Research Library
26. Academic Library was established for the following purpose(s)a. To provide materials for researchb. To support the school’s curriculumc. To support the research of the university faculty and students d. All of the above
27. Collections of Academic Library include the following EXCEPT ­­­­­­­­­­­­­­­­­­­­­­­­:a. General Collection b. Special Collection c. Book Collectiond. Media Collection e. All of the above f. None of the above
28. The Acquisition Department carry out the following functions, EXCEPT:a. book selection b. loaning of bookc. book purchases e. receipt of books in the library
29. The main function of the Cataloging department include the following, EXCEPT:a. Registration of users b. Organizing library resourcesc. Facilitate access to library resources d. Assigning of call numbers to resources
30. The full meaning of ISBN is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a. International Standard Book Number b. International Standard Book Notec. International Serial Book Number d. International Standard Borrower Number
31. Charging and discharging of Library materials is carried out at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a. Security desk b. Circulation deskc. Porters desk d. Printing desk
32. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a compendium of knowledgea. serials b. journalsc. encyclopediad. textbook
33. Library of Congress uses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ notationa. Alpha b. Alpha-numericc. Numeric d. Alpha numbers
34. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a list of topics discussed in a book, arranged alphabetically with page references?a. Table of content b. References c. Index d. Endnotes e. Glossary
35. DDC has \_\_\_\_\_\_\_\_\_\_ main classes? a. 12 b. 26 d. 20 e. 10
36. Due dates stamped on a borrowed library material indicate a. when the book is purchased b. when the book is to be returned c. when the book is borrowed e. when the book is published
37. Library of Congress uses the ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ alphabets a. 21 b. 28. c.23 d. 20
38. Charging and discharging of library materials is carried out at **\_\_\_\_\_\_\_\_\_\_\_** a. Porter’s desk b. Duck desk c. Circulation desk d. circulatory desk e. Reception desk
39. Which reference source would you use to find out how to pronounce the word ***oxygen***?a. Atlas b. encyclopedia c. dictionary d. Almanac e. Thesaurus
40. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a book containing the words of a language, or the terms of a subject and concepts; their meanings, usage, pronunciation and etymology. a. Atlas b. encyclopedia c. dictionary d. Almanac e. Thesaurus
41. The following are search tool except (a) Documentary (b) Abstract (c) Library catalogue (d) Bibliography
42. \_\_\_\_\_\_\_\_\_\_\_\_\_are materials published by local, state and federal governmental bodies and agencies.a. Atlas b. encyclopedia c. dictionary d. Almanac e. Government publications
43. \_\_\_\_\_\_\_\_\_\_\_\_ is a collection of maps and plates or charts, which provide geographical information about places. a. Atlas b. encyclopedia c. dictionary d. Almanac e. bibliography
44. \_\_\_\_\_\_\_\_\_\_\_\_\_ is a systematic list of publications, on a given subject or by a given author, in a particular geographical area, over a particular time. a. Atlas b. encyclopedia c. dictionary d. bibliography e. Thesaurus
45. Library is meant for\_\_\_\_\_\_\_\_ (a) Socializing (b) Advertising (c) Learning and Research (d) Meeting
46. The following are functions of public library except\_\_\_\_\_\_\_\_ (a) Education (b)Provision and Preservation of culture (c) Provision of information (d)Publishing
47. \_\_\_\_\_\_\_\_\_\_ is a list of all documents which form the holdings of a library: (a) Library Compendium (b) Library Catalogue (c) Shelf-list Catalogue (d) Book Record Catalogue
48. Part of the book that provide alphabetical list of terms with definition is called\_\_\_\_\_\_\_\_\_ (a) Appendix (b) Glossary (c) Indexes (d) Reference
49. \_\_\_\_\_\_\_\_Provides list of topics discussed in the work and arranged alphabetically with their page reference: (a) Glossary (b) Index (c) Appendix (d) Table of Content
50. Academic libraries are libraries in (a) Banks (b) Homes (c) Tertiary Institutions (d) Farms
51. \_\_\_\_\_\_\_\_\_\_\_ is a unique identifier assigned to every library materials (a) Call name (b) Call number (c) Core number (d) Accession number
52. Library catalogue not accessible to users: (a) subject (b) Shelf list (c) title (d) author
53. The section of the library in charge of processing newly acquired materials is known as\_\_\_\_\_\_\_ (a)Reference (b) Acquisition (c) Cataloguing and Classification (d) Serials
54. The copyright page is also known as \_\_\_\_\_\_\_ (a) Front page (b)Preliminary page (c)Verso (d) Appendix
55. School libraries are found in the following schools except (a)Primary (b)Nursery (c)School of Nursing (d) Secondary Schools
56. \_\_\_\_\_\_\_\_\_ is the art of checking the library collection on shelves to know whether book materials are in their appropriate places (a) shelf guide (b) Shelf list (c) Shelf tag (d) Shelf reading
57. The following are sections of the library except \_\_\_\_\_\_\_\_ (a) Shelf tag (b)Serials (c)Circulation (d)Technical
58. The subject takes precedent in (a) Author catalogue (b)Subject catalogue (c) Title catalogue (d) Shelf-list catalogue
59. Reference service is classified into (a) 4 (b)10 (c) 2 (d) 3
60. Librarians can place a book on reserve when there is (a) high demand for it (b)Attractive cover (c)Hard cover (d) Cheap access

**ANSWERS**

1. D
2. B
3. C
4. D
5. B
6. B
7. C
8. A
9. C
10. D
11. C
12. D
13. D
14. D
15. D
16. B
17. B
18. C
19. D
20. C
21. E
22. B
23. D
24. B
25. D
26. D
27. E
28. B
29. A
30. A
31. B
32. C
33. B
34. C
35. E
36. B
37. A
38. C
39. C
40. C
41. A
42. E
43. A
44. D
45. C
46. D
47. B
48. B
49. B
50. C
51. D
52. B
53. C
54. C
55. C
56. D
57. A
58. B
59. C
60. A