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# GST104 - USE OF LIBRARY SUMMARY

ILO stands for_____
**Intended Learning Outcomes**

IITA stands for_____
**International Institute of Tropical Agriculture**

The following are the various types of libraries

- Academic libraries
- Research/special libraries
- School libraries
- Public libraries
- National libraries

The French word "librairie" means _____
**Library**

The Latin word book is _____
**Liber**

In Latin and Greek, the idea of bookcase is represented by _____
**Bibliotheca**

In French speaking countries library is called _____
**Bibliothque**

The first libraries contained achieves of the earliest form of writing such as clay tablets in cuneiform script discovered in summer dating back to _____
BC 2600

Private or personal libraries consisting of written books appeared in classical Greece in the _____ century BC
**5th**

The oldest existing library in the world is found in _____
**China**

The oldest existing library in China was founded by Fan Qin in the year_____
**1561**

Tianyi chamber library located in China had a collection of _____volumes of antique books **70,000**

The oldest non-personal library on the North America continent was founded at the Jesuit College in Quebec City in _____
**1635**

In Latin _____ means book.
**Liber**

In Latin "Liber" means _____
**Book**

_____ is an organized collection of resources made accessible to a defined community for reference or borrowing
**Library**

_____ provides physical or digital access to material and may be a physical building or room, or a virtual Space or both.
**Library**

A library's collection can include books, periodicals, newspapers, manuscripts, films, maps, prints, documents, microform, CDs, cassettes, videotapes, DVDs, e-books, audio books, databases, and other formats.

Library is called _____in French
**bibliothque**

Library is called bibliothque in _____
**French**

According to _____ the earliest discovered private archives were kept at Ugarit.
**Zhang (2011)**

According to Zhang (2011) the earliest discovered private archives were kept at_____.
**Ugarit**

Private or personal libraries consisting of written books appeared in classical _____in the 5th century BC.
**Greece**

The oldest existing library in China was _____
**Tianyi chamber library**

Tianyi chamber library was founded in _____
**1561**

The oldest existing library is found which country?
**China**

Tianyi chamber library had a collection of _____volumes of antique books.
**70,000**

The oldest non-personal library on the North America continent was founded at the Jesuit College in Quebec City in_____.
**1635**

_____ are libraries of academic institutions such as universities, polytechnics and colleges of education.
**Academic Libraries**

The purpose of establishing _____ libraries is to meet the information needs of staff and students in the institutions they belong.
**Academic**

The purpose of establishing academic libraries is _____
**To meet the information needs of staff and students in the institutions they belong**

Function of Academic Libraries

- Provision of research information resources in line with the needs of the staff and students.
- Provision of information materials as required for the academic programmes of the parent institutions
- Provision of information resources for recreation and for personal self development of users
- Provision of specialized information services to appropriate sections of the larger community
- Co-operation with other libraries at appropriate level for improved and better information services
- Provision of conducive reading environment and facilities

Research libraries are also called_____
**Special libraries**

NISER stands for_____
**Nigeria Institute of Social and Economic Research**

CRIN stands for_____
**Cocoa Research Institute of Nigeria**

CBAAC stands for_____
**Centre for Black and African Arts and Civilization**

Functions and services of research/special libraries:

- The functions and resources of the library must be in line with the primary objectives of the parent body of the library.
- Provision of in-house training activities to new users and staff members alike
- Provision and production of bibliographies
- Provision of current awareness services (CAS) to the library clienteles.
- Provision of literature search
- Selective dissemination of information (SDI)
- Provision of other supportive services such as provision of photocopying, printing and document delivery services
- Inter-library loans and network are also provided by special libraries
- Special libraries perform some other internal and external services, such as writing of periodic reports (e.g. monthly, quarterly or annual reports), organizing conferences, seminars, talks for users and outsiders.

SDI stands for_____
**Selective dissemination of information**

CAS stands for_____
**Current Awareness Services**

_____ are libraries that are established in schools and attached to primary and secondary schools.
**School libraries**

School libraries main objective is to_____
**Serve the educational needs of pupils, students and teachers**

Functions of school libraries:

- Collect relevant information resources that will enhance the performance of the teachers as well as the pupils to achieve the aim and objectives of the school education
- Develop and create in pupils good reading habits.
- Help pupils to improve their vocabulary.
- Support academic or school work.
- Help teachers and pupils to be current and up-to date with daily information sources
- Serves as a source of subject information Centre for both teachers and pupils
- Help to train pupils in the use of reference materials

_____ is a library that is open to everybody and is generally accessible by the public.
**Public library**

There are _____ fundamental characteristics shared by public libraries.
**Five**

The following are fundamental characteristics shared by public libraries

- The first is that they are generally supported by taxes
- They are under a board to serve the public
- They are open to all and all community members can access their collections
- Public libraries provide basic services without charge

The presence of a _____ library in a community is an indication that the community is literate.
**Public**

The presence of a public library in a community is an indication that the _____is literate.
**Community**

The presence of a public library in a community is an indication that the community is_____.
**Literate**

The basic difference between a public library and other types of libraries is that_____
**The main aim of public library is to provide the information needs of the general public rather than provide the information needs of just a particular school, institution, or research population. The services of the public library are free**

Functions and services of public libraries

- They cater for the social, educational and recreational needs of the community
- They collect, preserve and disseminate library resources suitable for different categories of people such as children, adults, literates and illiterates
- They usually engage in repackaging of information using audio-visual materials and indigenous languages to render information services to the illiterate class.
- They promote recreation and leisure reading
- They promote the civic and cultural activities of the community
- They create and strengthen reading habits in children from childhood
- They support both individual and self-conducted education as well as formal education at all levels.
- They provide adequate information that will improve the knowledge and opinion of the masses.

_____ are specially established by the government of the nation to serve as the pre-eminent repository of information for that country.
**National libraries**

National libraries rarely allow citizens to borrow books.
**True**

The major mandate of national libraries is to serve as the memory of the nation.

Functions of National Libraries

- To act as the legal depository and bibliographic Centre of the nation
- To give advice or library development or organization to any agency of the federal, state or local government
- To have a responsibility for the national bibliography and development of bibliographic services.

The national library of Nigeria has its Headquarters at _____
**Abuja**

The _____ issues the International Standard Book Number (ISBN), to publishers and authors of books.
**National Library of Nigeria**

ISBN stands for_____
**International Standard Book Number**

The basic types of libraries are:

- Academic libraries
- Research/special libraries
- School libraries
- Public libraries
- National libraries

One of these is not a key function of Academic libraries:
**To act as the legal depository and bibliographic centre of the nation**

The use of library is pertinent to the individual, the society and economic growth of the nation.
**True**

_____can only be worthwhile when there is repository of knowledge or information.
**Research**

Research can only be worthwhile when there is repository of _____ or information.
**Knowledge**

Research can only be worthwhile when there is repository of knowledge or_____.
**Information**

According to _____, a reference service is the personal assistance given by the reference personnel (librarians) to library users in search of information for whatever purpose.
**Kadir (2012)**

According to Kadir (2012), a _____ is the personal assistance given by the reference personnel (librarians) to library users in search of information for whatever purpose.
**Reference service**

_____ processes involve interviewing the reader to enable the reference librarian to articulate the problem of the user clearly.
**Reference**

_____ involves reader questing for a specific location within the library.
**Directional**

_____ is when a reader asks a specific question relating to the use of library materials in the reference sections.
**Ready/quick reference question**

_____ is when the user is faced with a research topic that requires comprehensive reference sources in order to provide literature review.
**Research Questions**

CAS stands for_____
**Current Awareness Services**

_____ is defined by Ashikuzzaman (2013) as the establishment of a system for reviewing publications immediately at receipt, selecting information pertinent to the programme of the organization served, and recording individual items to be brought to the attention of those persons to whose work are related.
**Current awareness service**

_____ defined current awareness service as the establishment of a system for reviewing publications immediately at receipt, selecting information pertinent to the programme of the organization served, and recording individual items to be brought to the attention of those persons to whose work are related.
**Ashikuzzaman (2013)**

The purpose of current awareness service is to _____
**Keep users abreast with up to date information in their specialized field of interest**

Current awareness service is not a personalized service
**True**

_____ go into partnership and collaboration to enable them share resources.
**Libraries**

Libraries go into _____and collaboration to enable them share resources.
**Partnership**

Libraries go into partnership and _____to enable them share resources.

**Collaboration**

Libraries go into partnership and collaboration to enable them share_____.
**Resources**

Registration of _____may be manual or computer based.
**Clientele**

To borrow a book, _____ form will be filled by the user.
**Borrower's ticket**

OPAC stands for_____
**Open Access Catalogues**

_____ is an electronic catalogue.
**Open Access Catalogues (OPAC)**

Open Access Catalogues (OPAC) is an _____catalogue.
**Electronic**

A fine of _____ per day will be charge for each day overdue
**N100**

A fine of N100 per day will be charge for each day_____
**Overdue**

The first daily task of the circulation department is_____
**The shelving of all books consulted by library users the previous day**

_____materials cannot be lent out.
**Reserved**

Reserved materials cannot be lent out.
**True**

Personal books from lecturers can be kept for students in the _____room.
**Reserve collection**

_____ equips users with adequate knowledge on the use of the library.
**User education**

_____ enables users to effectively and efficiently use the library resources.
**User education**

SDI stands for_____
**Selective Dissemination of Information**

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Selective Dissemination of Information (SDI) service is common in_____ libraries
**Special**

The _____librarian maintains a list of referral institutions
**Reference**

_____ is a systematic search for knowledge and information contained in resources of the library on a topic or theme.
**Literature search**

The library _____ is the main source for searching for relevant documents, either by author, title or subject entries
**Catalogue**

The main source for searching for relevant documents either by author, title or subject entries is_____
**Library catalogue**

A reference service can be best described as:
**The personal assistance given by the reference personnel (libraries) to library users in search of information for whatever purpose**

Referral service is when:
**A user is directed to another library, to an alternative source of information if such information is not available in his/her library.**

Library services are common to all libraries
**True**

OER stand for_____
**Open Educational Resources**

_____ is important in all human activities.
**Information**

Information is important in all human activities.
**True**

According to dictionary.com _____is knowledge communicated or received concerning a fact or circumstance.
**Information**

Oxford dictionary defined _____as facts provided or learned about something or someone.
**Information**

Oxford dictionary defined _____ as data processed, stored or transmitted by a computer.
**Information**

There are sources of information.
**Three**

There are basically three sources of information:primary, secondary and tertiary

Information is being generated and transmitted by _____on daily basis.
**Individuals**

_____ are original materials on which other sources of information are based.
**Primary sources**

First-hand accounts and information to events are presented in _____sources
**Primary**

_____are usually the first formal appearance of results either in print or electronic format.
**Primary sources**

Examples of primary sources of information are: Diaries, letters, print speeches, patents, photographs, newspaper articles, Journal articles, theses and dissertations, survey research, proceedings of meetings, conferences and symposia, original documents (birth certificates, wills, marriage licenses, trial transcripts), records of organizations, government agencies (treaties, annual reports etc.),e-mail communications, interviews, video recordings, audio recordings, websites, artefacts, (e.g. coins, plant specimens, fossils, furniture, tools, clothing, etc) works of art, architecture, literature, and music (e.g. painting, sculptures, musical scores, buildings, novels, poems).

_____ sources of information are created from primary sources of information.
**Secondary**

_____ sources of information act as pointers to primary and secondary sources.
**Tertiary**

In fact, tertiary sources are:

- Works that list primary and secondary resources in a specific area
- Works which index organize and compile citations to secondary sources.

Examples of tertiary sources include, chronologies, bibliographies, indexes, encyclopaedias, and directories

Primary sources are:
**Original materials on which other sources of information are based**

Which of the following are examples of chronologies, bibliographies, indexes, encyclopedias, and directories?
**Tertiary sources of information**

_____ is a critical analysis of related literature to research topic.
**Literature review**

Literature review can help a researcher to _____
**Specifically choose an appropriate research topic**

_____ are vital tools in research which makes the work of referencing at the end of every research very easy.
**Citation managers**

Citation managers are vital tools in research.
**True**

_____ are digital tools that can assist researchers in organizing, storing and creating bibliographies of their research process.
**Citation managers**

Citation managers allow you to:

- Import and organize citation information from article indexes and other sources
- Save links to pdfs and other documents, and in some cases save the document itself
- Format citations for your papers and bibliographies using APA and many other styles
- Include your own note. Examples of citation managers are Bib Tex, EndNote, Basic EndNote Desktop, Mendeley, Zotero and Refworks Link:

Start the writing of your review by _____
**Indicating the broad problem area while avoiding global statements**

Keep the flow of your _____coherent.
**Argument**

How would you describe literature review?
**A critical analysis and a summary of all related literature to research topic**

Which of the following is the basic step in literature review?
**Literature identification analyzing the literature, synthesizing the literature writing the review**

A _____ is a searchable collection of published works.
**Database**

_____ is an electronic (online) catalog or index.

**Database**

The _____ helps the researcher to find reliable information from trusted sources.
**Database**

A database may be dedicated to a single subject or cover several subjects. Some known databases are: ABI/Inform, Academic search, JSTOR, LEXISNEXIS Academic, PSYC/NFO, PubMed/Medline, ScienceDirect, Scopus, Web of Science, SAGE, LAW Pavilion, Project Muse Journals, AGORA, EBSCO, ERIC, HINARI, National Virtual library, Ebrary, Questia, online Access to Research in the Environment (OARE) etc.

_____ is a multi-disciplinary database that provides full text for more than 4,600 journals, including approximately 3,900 peer reviewed titles.
**Academic Search Premier**

JESTOR is a _____library founded
**Digital**

JESTOR is a digital library founded in _____
**1995**

_____is a digital library founded in 1995
**JESTOR**

JESTOR provides full text searches of almost _____ journals.
**2,000**

_____ provides mostly full text searches to approximately 5000 legal, news, reference and business sources.
**LexisNexis academic**

LexisNexis academic provides mostly full text searches to approximately _____ legal, news, reference and business sources.
**5000**

_____ was developed by the National Library of Medicine (NLM
**PubMed**

PubMed was developed by the _____
**National Library of Medicine (NLM)**

NLM stands for_____
**National Library of Medicine**

PubMed has been avoidable since_____.
**1996**

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_____ contains citation from more than 5,600 scholarly journals around the world.
**Medline**

Medline contains citation from more than _____ scholarly journals around the world.
**5,600**

_____ provides subscription-based access to a large database of scientific and medical research.
**ScienceDirect**

_____ is the largest abstract and citation database of peer-reviewed literature.
**Scopus**

_____ delivers a broad overview of global interdisciplinary scientific information in science, Mathematics, Engineering, Technology, Health and Medicine, Social Sciences, and Art and Humanities.
**Scopus**

Scopus was launched in the year_____
**2004**

SAGE journals are _____ access.
**Open**

APC stands for_____
**Article Processing Charge**

_____ database provides access to collections in the fields of food, agriculture, environmental science and related social sciences.
**AGORA**

_____ database contains about 918 journals is designed to enhance the scholarship of thousands of students and researches in agriculture and life sciences in the developing world
**AGORA**

_____ is the largest, multidiscipline, full text database.
**EBSCO**

EBSCO host about _____ full-text databases
**375**

_____is the world's most widely used database in education.
**ERIC**

The _____ was set up by WHO and major publishers to enable developing countries have free access to collections in biomedical and Health Sciences.

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**Health Internetwork Access to Research Initiative (HINARI)**

HINARI stands for_____
**Health Internetwork Access to Research Initiative**

WHO stands for _____
**Who Health Organization**

The Health Internetwork Access to Research Initiative (HINARI) contains about _____information resources.
**58,000**

What is the most suitable database for students in social sciences?
**EBSCO**

OER stands for _____
**Open Educational Resources**

_____ defined Open Educational Resources (OER) as the open provision of educational resources, enabled by information and communication technologies for consultation, use and adaptation by a community of users for noncommercial purposes.
**Johnstone (2005)**

Johnstone (2005) defined _____ as the open provision of educational resources, enabled by information and communication technologies for consultation, use and adaptation by a community of users for noncommercial purposes.
**Open Educational Resources (OER)**

_____ is commonly referred to as digitized materials offered freely and openly for educators, students and self-learners to use and reuse for teaching, learning and research.
**Open educational resources**

A _____is a subscription-based Journal in which some of the articles offer open access.
**Hybrid open access journal**

There are _____ main categories of repositories
**Two**

There are basically two main categories of repositories: _____ and _____
**subject – specific repositories and institutional repositories**

IR stands for_____
**Institutional Repository**

OAPEN stands for_____
**Open Access Publishing in European Networks**

PLoS stands for_____
**Public Library of Science**

SSRN stands for_____
**The Social Science Research Network**

RePEc stands for_____
**Research Papers in Economics**

BEPress stands for_____
**Berkeley Electronic Press**

Open educational resources are:
**Open provision of digital educational resources for non-commercial purposes.**

The two main categories of repositories are:
**Subject-specific repositories and institutional repositories**

_____ is seen as a complete organized record of all libraries' contents.
**Library catalogue**

_____ is a list of all bibliographic items found in a library or group of libraries.
**Library catalogue**

The library catalogue can be likened to a _____ index.
**Book**

The library catalogue can be likened to a book_____.
**Index**

The types of physical form of library catalogues are:

- Book catalogue
- Card catalogue
- Microform catalogue
- Online catalogue

A _____ lists bibliographic records in alphabetical order by various entries on pages of a book.
**Book catalogue**

_____ is the oldest type of catalogue.
**Book catalogue**

The oldest type of catalogue is_____
**Book catalogue**

The book catalogue is expensive to produce and easily gets out of date due to its_____.
**Inflexibility**

The book catalogue is expensive to produce and easily gets out of date due to its inflexibility.
**True**

Book catalogue was replaced by_____.
**Card catalogues**

The advantages of Book Catalogue

- Ease of use: The book catalogue is very easy to use by library cliental and it is portable
- Size: it is compact and can be easily carried to anywhere within the library
- Cost: Once the first copy has been produced duplication of it becomes cheaper. Multiple copies can be produced for other locations of the library

The disadvantages of Book Catalogue

- Ease of use: Only one person can use this catalogue at a time, unless multiple copies are produced. Library users may have to wait for each other to have access to the book catalogue.
- Flexibility and currency: Bibliographic records for new materials cannot be inserted.

A _____ is a file of cards in catalogue cabinet showing the users the library's collections.
**Card catalogue**

The advantages of Card Catalogue

- Flexibility and Currency: Updating of the cabinet is easy and staff time is saved. Cards for new materials can be added quickly and cards easily removed for those items no longer in the collection.
- Ease of use: The card catalogue is easy to use. Both staff and students find it easy to use because of the alphabetical arrangement and the fact that they are loose in the tray.
- Availability: The card catalogue is easily available to library users. Several users can have access to the card catalogue at the same time.
- Cost: The cost of maintaining a card catalogue is not expensive. The cards are easily available.

The disadvantages of Card Catalogue

- Size: After some time, the library may need more cabinets for new cards. Gradually, more and more cabinets will be acquired as the collection grows.
- Human Error: Cards can be misfiled in error. Its implication is that, the document on the shelf may never be used.

- Ease of use: A library user can only see a card at a time. Its implication is that he has to remember the title or know the subject heading of the information he needs.
- Cost: Filing of cards takes time. Imagine if you have catalogue in different locations, you may have to do more work.
- Flexibility and currency: The library cannot easily effect any correction on the card except the card is reprinted.

_____are photographed card catalogue or screen images that are transferred onto microform.
**Microform Catalogues**

Microform Catalogues are photographed card catalogue or screen images that are transferred onto_____.
**Microform**

The advantages of Microform Catalogue
- Ease of use: Many records can be viewed at the same time. There are indexes and headings to guide users.
- Size: Microfiche or microfilm takes up very little storage space and can store many records on one fiche or film
- Cost: It is cheap to produce multiple copies

The disadvantages of Microform Catalogue
- Ease of use: Microform catalogue is not common. Students find it difficult to use. Expensive equipment is required for users to have access and use it.
- Flexibility and currency: New bibliographic records cannot be inserted and records of lost items cannot be deleted.
- Cost: The first copy of the microform catalogue is expensive to produce. There is also the problem of maintaining the equipment.

_____ is the most modern form of catalogue.
**On-line Public Access Catalogue (OPAC)**

The most modern form of catalogue is_____
**On-line Public Access Catalogue (OPAC)**

OPAC stands for_____
**On-line Public Access Catalogue**

_____ records of all documents in a collection are stored in the computer memory disk.
**Bibliographic**

Bibliographic records of all documents in a collection are stored in the_____.
**Computer memory disk**

Bibliographic records of all documents in a collection are stored in the _____memory disk.
**Computer**

Bibliographic records of all documents in a collection are stored in the computer _____disk. **Memory**

Bibliographic records of all documents in a collection are stored in the computer memory_____.
**Disk**

The most efficient of all the catalogues is_____
**OPAC**

OPAC is the most efficient of all the catalogues.
**True**

The main advantages of online catalogue are:

- The database can be searched in almost any item of information of interest to the users
- The users can retrieve information in a variety of ways
- It provides rapid search
- It can be used from far away location, so that the users can access a local, national and international cataloguing database
- The problem of having to file cards is eliminated
- Online catalogues can be easily updated
- It provides links to other catalogues, reference help and circulation
- Online catalogue can also be made physical if need be

The main disadvantages of online catalogue are:

- It is very sensitive in spelling and may retrieve different information due to error
- Most times the information retrieved may be too much which may confuse the user
- Training is needed for the users to optimally use online catalogue
- Epileptic power supply and computer break down are all disadvantages.

Library catalogue can be best described as:
**A list of all bibliographic items found in a library**

One of the options below is a unique advantage of online catalogue?
**It can be used from far away locations, so that users can access a local, national and international cataloguing database**

Most libraries keep only one particular type of_____.
**Catalogue**

Most libraries keep only one particular type of catalogue.

**True**

Numerous books acquired in the library must be arranged to _____ their utility to the optimum level.
**Increase**

The purpose of library classification is_____
**To create a system out of disorder and provide a comprehensive view of the documents on a given subject**

The basic aim of librarianship is to _____
**Bring the user in contact with a specific document or information**

The following are the types of Library Classification Schemes

- Library of Congress Classification Scheme (LC)
- Dewey Decimal Classification Scheme
- Universal Decimal Classification (UDC)
- Bliss Classification Scheme
- Colon Classification Scheme

UDC means_____
**Universal Decimal Classification**

Most academic libraries use _____
**Library of congress classification scheme**

For example, National Open University of Nigeria (NOUN) Library uses this scheme. Library of congress classification scheme consists of 21 classes (A-Z). The scheme is based on the collection of library of congress in United States. It was mixed notation. This means that it uses both letters and numbers. It also uses cutter numbers to further specify a document.

_____ are special numbers given to individual authors.
**Cutter numbers**

Cutter numbers are special numbers given to individual_____.
**Authors**

The notations and cutter numbers together form the _____
**class mark or call number of a book**

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A typical book classified, using the Library of congress classification scheme will have its class mark or call number as follows:

Title: Understanding Politics: ideas, institutions and issues
Author: Thomas M. Magstadt
Class Mark (call number): JA/LC Class mark
66
M 33 / cutter number
2011/date of publication

The class mark is found at the spine of every book in the library or at the left upper side of a book.

Dewey Decimal Classification

Among the modern classification scheme, _____ is the oldest.
**Dewey Decimal Classification (DDC)**

Among the modern classification scheme, Dewey Decimal Classification (DDC) is the_____.
**Oldest**

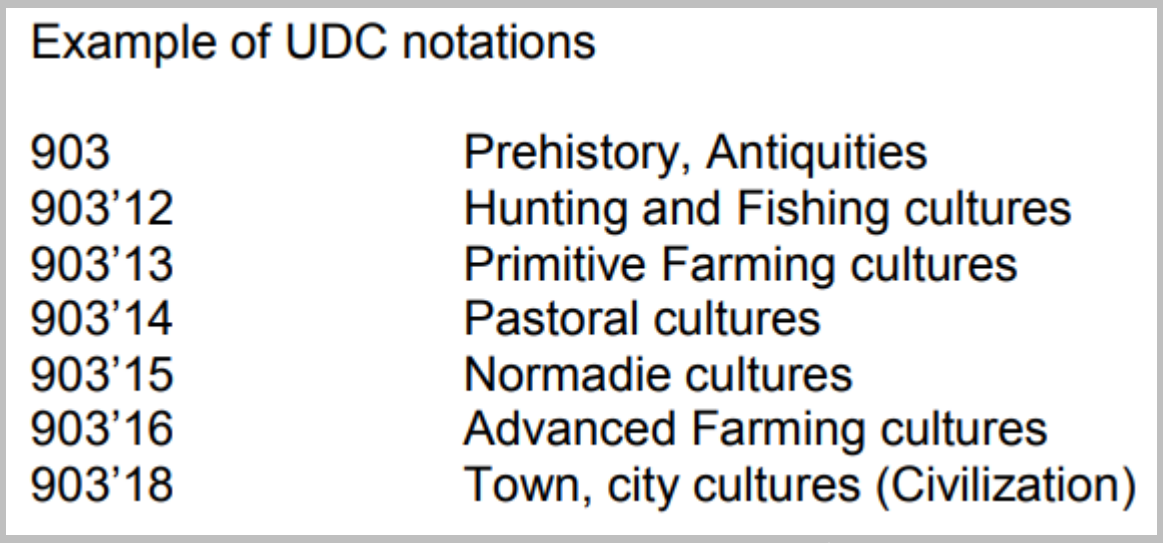
DDC stands for_____
**Dewey Decimal Classification**

Each of these topics may be further divided into more specific subject areas. A decimal point is used after the first three digits to separate the specific subjects. For example, 612-Human Physiology can be further subdivided into ten as follows:

| | |
|---|---|
| 612 | Human Physiology |
| 612.1 | Blood and Circulation |
| 612.2 | Respiration |
| 612.3 | Nutrition |
| 612.4 | Secretion, Excretions, Related Functions |
| 612.5 | Reproduction, Development Maturation |
| 612.6 | Motor Functions and integument |
| 612.7 | Nervous and Sensory Functions |
| 612.8 | Regional Physiology |

University Decimal Classification (UDC) is based on the 5th edition of Dewey Decimal Classification.

DDC stands for_____
**University Decimal Classification**




Bliss Classification is also called _____
**Bibliographic classification (BC)**

Bliss Classification was devised by Henry Evelyn Bliss in_____.
**1935**

Bliss Classification was devised by_____
**Henry Evelyn Bliss**

The colon classification (CC) has a set of main classes that are divided into_____.
**Facets**

The _____ classification has a set of main classes that are divided into facets.
**Colon**

_____ is the scheme mainly used in academic libraries
**Library of Congress Classification Scheme**

A _____ library is an information service or a collection of electronic information resources in which all the information resources are available in computer form.
**Digital**

A _____ is an information service or a collection of electronic information resources in which all the information resources are available in computer form.
**Digital library**

The manual performances of library functions were getting difficult because of the following reasons:

- Library holdings will continue to grow.
- Because of information explosion the society is saddled with multifaceted and multidimensional information.
- Because of information explosion library operations take many hours to perform manually.

- Accuracy is also lost while working manually due to information explosion

Challenges for Establishing Digital Libraries
- Technological obsolesce of hardware and software
- Digital libraries may have the problem of funding as cost of purchase and maintenance of equipment and resources is high

In a digital library all the information resources are available in _____
**Electronic Form**

Below are all disadvantages of traditional library system except one:
**Easy access to information, anytime and anywhere**

A _____is a structured organization of terms used to search a database.
**Search strategy**

A _____strategy is a structured organization of terms used to search a database.
**Search**

A search strategy is a _____organization of terms used to search a database.
**Structured**

A search strategy is a structured organization of terms used to search a_____.
**Database**

A search strategy is a structured organization of terms used to _____a database.
**Search**

There are steps you must take in order to develop good study skills.
- Making and keeping a study schedule
- Studying in an appropriate setting — same time, same place, every day
- Equipping your study area with all the materials you need
- Not relying on inspiration for motivation
- Keeping a well-kept notebook improves grades
- Taking good notes as insurance against forgetting
- Over- learning material enhances memory

Studying in an appropriate setting means _____
**To study in a conducive environment like a library that is quiet, having good lightings, well ventilated or with good air conditioners, and other facilities**

SQ3R which is a reading method stand for_____
**S=Survey, Q=Question, 1st R=Read, 2nd R=Recite, 3rd 2. R=Review**
For you to develop a good reaching habit, you have to practice the following:
- Improve your reading skills
- Keep reading materials handy
- Connect reading to your everyday life

- Deciding what to read
- Create a reading list

What do you look out for when you read for content?
**You look out for the main idea in every paragraph**

Mention five ways of ensuring readiness for examination?
- Start studying early
- Sort out your subject material
- Find out about the exam
- Review past exam papers
- Know exam venue and time
- Don't panic
- Use your reading time wisely
- Interpret your questions well
- Review your answers

Most students get so stressed up whenever _____is approaching.
**Exam**

_____ can make all the difference when studying for exams.
**Good notes**

_____ are legal rights over creations of the mind.
**Intellectual Property Rights**

_____ law grants the author of an intellectual creation exclusive right for exploiting and benefiting from their creation.
**Intellectual Property Rights**

A legal framework that governs access to information enacted by the government of every country known as_____
**Copyright**

_____ legally gives the creator of a work the monopoly of controlling the distribution of his work.
**Copyright**

_____ is the right awarded to an author for being intellectually responsible for his work.
**Copyright**

The _____ determines who adapts the work.
**Author**

The author determines who adapts the_____.
**Work**

Intellectual works covered by copyright law include

- Patents
- Books
- Art work
- Trademark

In_____, the world's first copyright law was enacted in England known as statute of Anne.
**1710**

The world's first copyright law was enacted in _____known as statute of Anne.
**England**

The world's first copyright law was enacted in England known as statute of_____.
**Anne**

_____ came up with the copyright Act of 1790.
**United States**

United States came up with the copyright Act of_____.
**1790**

The _____ convention brought world recognition of copyright law
**Berne**

There are basically two purposes for the copyright law: _____ and _____
**economic and moral**

Copyright does not prohibit all copying or replication.
**True**

Intellectual property rights are_____
**Legal rights over creations of the mind**

_____ is any infringement upon the rights of a copyright holder.
**Copyright infringement**

Copyright infringement is a construct of the law while plagiarism is a construct of ethics.
**True**
_____ is defined as the taking of the original work or works of another and presenting it as your own.
**Plagiarism**

The key difference between plagiarism and copyright infringement is that_____
**Not all plagiarisms are infringements and not all infringements are plagiarisms**

Plagiarism is defined as_____
**The taking of the original work or works of another and presenting it as your own**

A _____ is a set of rules that instructs you on how to acknowledge the thoughts, ideas and works of others in a way.
**Referencing style**

Unintentional _____can occur if you fail to reference correctly.
**Plagiarism**

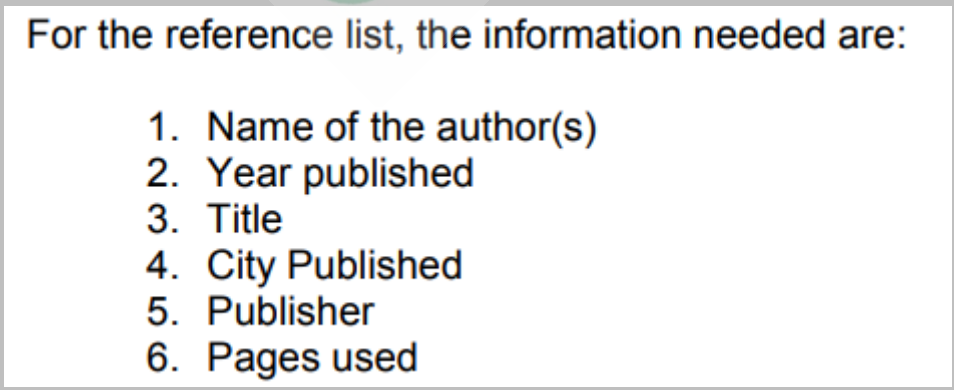
Unintentional plagiarism can occur if you fail to _____correctly.
**Reference**

The different types of referencing styles are: American Meteorological Society (AMS) style, APA referencing, Chicago styles, Harvard referencing, MHRA referencing, OSCOLA referencing (Oxford Standard for the Citation of Legal Authorities), Oxford referencing and Vancouver (numeric) referencing.

The two most common reference styles are_____
**Harvard and APA styles**

_____ referencing style is commonly used by students and researchers to cite information sources.
**Harvard**

There are two parts to Harvard style:
1. In-text citations: This is used in the body of the work when quoting or paraphrasing a source.
2. Reference Lists: This is a comprehensive list of all citations with their full bibliographic information located at the end of every academic or research work. This is to enable readers




The general format for referencing, using Harvard style is as follows:

- Last name, First Initial. (Year published). *Title*. City: Publisher, Pages(s)

Reference list are arranged alphabetically by author's last name. Where multiple sources are used by same author, citations are listed in order by the date of publication.

Harvard Referencing for Books With One Author
The Harvard format for referencing books with one author is:

- Last name, First Initial. (Year published). *Title*. Edition. (first edition should not be included) City: Publisher, Pages(s)

Examples:

- Adigun, O. (2003). *Cases and texts on equity, trusts and administration of estates*. Lagos: Mabrochi International Books
- Dixon, M. (2014). *Modern land law*. 9th ed. New York: Routledge

The general format for referencing, using Harvard style is_____
**Last name, First Initial. (Year of publication). Title. City: Publisher, (Pages)**

Demonstrate using suitable example, Harvard style for referencing articles in print journal
Bimber, B. (2000). Measuring the Gender Gap on the Internet. Social B Science Quarterly, 81(3), pp 868- 876

APA means_____
**American Psychological Association**

APA (American Psychological Association) citation style which is an author- data citation style was developed mainly for use in psychology.

The _____ In-text citing and referencing style is the most commonly used referencing style.
**APA**

With proper _____ you can completely avoid plagiarism which makes you an astute scholar
**referencing**

With proper referencing you can completely avoid _____ which makes you an astute scholar
**plagiarism**

All references cited in the body of the work must also be included in the _____
**reference list**

The _____ should be arranged alphabetically by author's surname
**reference list**

The reference list should be arranged alphabetically by _____ surname
**author's**

The reference list should be arranged alphabetically by author's _____
**surname**

Journal titles and book titles should be _____
**italicized**

_____ and_____ should be italicized
**Journal titles and book titles**

Be consistent with your _____ across the document
**referencing style**

Be consistent with your referencing style across the _____
**document**

All the references in the reference list must also be cited in the body of the work
**True**

All references cited in the body of the work must also be included in the reference list
**True**

URL is an acronym for_____
**Universal Resource Locator**

URLs can change unlike DOI which is permanent.
**True**

In a situation where _____ is not available, use URL of the resource.
**DOI**

In a situation where DOI is not available, use _____ of the resource.
**URL**

DOI is an acronym for _____
**Digital Object Identifier**

_____ is a permanent link to an online resource represented by a string of numbers and letters
**DOI**

DOI is a _____ link to an online resource represented by a string of numbers and letters

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**permanent**

DOI is an acronym for _____ Object Identifier.
**Digital**

DOI is an acronym for Digital _____Identifier.
**Object**

DOI is an acronym for Digital Object_____.
**Identifier**

The following are general rules for referencing journals
1. Do not write "P" before the page number.
2. Italicize the volume number and do not write "vol" before the volume number.
3. Include the issue number in a bracket if available and leave no space between the volume number and issue number. Never include issue numbers of Journals that have continuous pagination.

The following are general rules for referencing rules
1. All the references in the reference list must also be cited in the body of the work.
2. All references cited in the body of the work must also be included in the reference list.
3. The reference list should be arranged alphabetically by author's surname.
4. Provide organization names in full, unless they are obviously recognizable as abbreviations.
5. For titles/subtitle of an article or chapters in a book, capitalize only the first word. 6. Journal titles and book titles should be italicized.
7. Be consistent with your referencing style across the document.

There are basically _____ parts to APA author- data style
**two**

There are basically two parts to APA author- data style:_____ and_____
**The in –text author- data citation and detailed reference list at the end of the document**

APA stands for_____
**American Psychological Association**

APA (American Psychological Association) citation style which is an authordata citation style was developed mainly for use in_____.
**psychology**

_____ referencing style is most frequently used within the social sciences.
**APA (American Psychological Association)**

APA (American Psychological Association) referencing style is most frequently used within the social sciences.

**True**

_____ referencing styles will help you to avoid infringement which usually has severe consequences.
**Harvard style**

The general format for referencing, using Harvard style is_____
**Last name, First Initial. (Year of publication). Title. City: Publisher, (Pages)**

_____ are documents produced by local, state, or federal government/institutions.
**Government Publications**

A _____ is a lengthy paper or project written as a requirement for obtaining a doctoral degree.
**dissertation**

_____ are academic papers presented at conferences that are yet to be published.
**Conference proceedings**

_____ is used in the body of the work when quoting or paraphrasing a source.
**In-text citations**

_____ is a comprehensive list of all citations with their full bibliographic information located at the end of every academic or research work.
**Reference lists**

_____ is commonly used by students and researchers to cite information sources.
**Harvard referencing style**

There are _____ parts to Harvard style
**two**

There are two parts to Harvard style:_____ and_____
**In-text citations and reference lists**

A _____ is a set of rules that instructs you on how to acknowledge the thoughts, ideas and works of others in a way.
**referencing style**

A referencing style is _____
**a set of rules that instructs you on how to acknowledge the thoughts, ideas and works of others in a way**

Unintentional _____ can occur if you fail to reference correctly.
**plagiarism**

_____ can occur if you fail to reference correctly.

**Unintentional plagiarism**

Unintentional plagiarism can occur if you fail to _____ correctly.
**reference**

AMS stands for_____
**American Meteorological Society**

OSCOLA referencing stands for_____
**Oxford Standard for the Citation of Legal Authorities**

All forms of plagiarism should be avoided.
**True**

_____ is defined as the taking of the original work or works of another and presenting it as your own
**Plagiarism**

Plagiarism is defined as _____
**the taking of the original work or works of another and presenting it as your own**

_____ generally doesn't make an infringing action legal.
**Attribution**

The key difference between plagiarism and copyright infringement is that_____
**not all plagiarisms are infringements and not all infringements are plagiarisms**

Plagiarism and copyright have a lot in common.
**True**

_____ deals with creative or academic works and these types of works, typically, qualify for copyright protection when they are new.
**Plagiarism**

_____ contents posted online are often removed with takedown notices.
**Plagiarized**

Plagiarized contents posted online are often removed with _____ notices.
**takedown**

_____ plagiarisms in advertisements are often dealt with through lawsuits and so forth.
**Commercial**

_____ is a construct of the law
**Copyright infringement**

_____ is a construct of ethics.

**Plagiarism**

Copyright infringement is a construct of the _____
**law**

Plagiarism is a construct of_____.
**ethics**

Anything that is seen as an unethical and unattributed use of another's original creation can be defined as_____.
**plagiarism**

_____ is any infringement upon the rights of a copyright holder.
**Copyright infringement**

_____ gives a copyright holder (usually the creator of the work) a set of rights that they and they alone can exploit legally (save for exceptions such as fair use).
**Copyright law**

The violation of _____ is a serious issue globally.
**copyright**

The violation of copyright is a serious issue globally.
**True**

Intellectual property rights are_____
**Legal rights over creations of the mind**

The following are the factors to consider in "fair use"

- The purpose and character of the use
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for a value of the copyrighted work

The copyright Act of _____ permits some copying and distribution without permission of the copyright holder or payment to same.
**1976**

_____ tries to provide a balance between the interest of the author and that of the user.
**Copyright**

_____ ensures that somehow, the public has some sort of access to a created product.
**Copyright**

There are basically _____ purposes for the copyright law.
**two**

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There are basically two purposes for the copyright law. These are _____ and moral.
**economic**

There are basically two purposes for the copyright law. These are economic and _____.
**moral**

Looking at it from the _____ point of view, copyright encourages creativity.
**economic**

Looking at it from the economic point of view, _____ encourages creativity.
**copyright**

Looking at it from the economic point of view, copyright encourages _____.
**creativity**

From the _____ perspective copyright protects the integrity of the created work by giving the author the right to object to any distortion, mutilation or other modifications which would be prejudicial to his honour or reputation.
**moral**

From the moral perspective _____ protects the integrity of the created work by giving the author the right to object to any distortion, mutilation or other modifications which would be prejudicial to his honour or reputation.
**copyright**

_____ came up with the copyright Act of 1790.
**United States**

United States came up with the copyright Act of_____.
**1790**

The Berne convention was introduced in the year_____
**1886**

In_____, the world's first copyright law was enacted in England known as statute of Anne.
**1710**

In 1710, the world's first copyright law was enacted in _____ known as statute of Anne.
**England**

In 1710, the world's first copyright law was enacted in England known as_____.
**statute of Anne**

The _____ determines who adapts the work.
**author**

_____ covered by copyright law include patents, books, art work and trademark.
**Intellectual works**

The author determines who adapts the_____.
**work**

Intellectual works covered by copyright law include_____, books, art work and trademark.
**patents**

Intellectual works covered by copyright law include patents, _____, art work and trademark.
**books**

Intellectual works covered by copyright law include patents, books, _____and trademark.
**art work**

Intellectual works covered by copyright law include patents, books, art work and_____.
**trademark**

Intellectual works covered by copyright law include_____
**patents, books, art work and trademark**

_____ legally gives the creator of a work the monopoly of controlling the distribution of his work.
**Copyright**

_____ covers New, non-obvious, industrially applicable inventions
**Patents**

_____ covers signs or symbols to identity goods and services.
**Trademarks**

_____ covers ornamental designs.
**Industrial designs**

_____ covers original layout design of micro-electronics industry.
**Topography of Semi-conductor product**

_____ covers original work of authorship.
**Copyright**

_____ covers original work of authorship but in performing, broadcasting organizations
**Neighbouring rights**

_____ covers secret business information

**Trade secrets**

_____ are legal rights over creations of the mind.
**Intellectual Property Rights**

_____ law grants the author of an intellectual creation exclusive right for exploiting and benefiting from their creation.
**Intellectual Property Rights**

The purpose of_____ law is to stimulated creativity of human mind for the benefit of all by ensuring that the advantages accrued by using a creation benefit the creator.
**Intellectual Property Rights**

Generally, _____ gives you sufficient time to learn your course content and build self-confidence.
**early preparation**

_____ are special numbers given to individual authors.
**Cutter numbers**

Cutter numbers are special numbers given to individual_____.
**authors**

Library of congress classification scheme consists of____ classes
**21**

A _____ is a file of cards usually in catalogue cabinet showing the users the library's collections.
**card catalogue**

Artefacts are examples of what type of information?

**Primary**

Why is a marriage certificate a primary source of information?
**Because it serves as a pointer/directory to other works**

Why are users advised to leave consulted books on the table?
**To prevent mis-shelving of books**

The best way to retrieve a particular book you need in a library is_____
**To check the library catalogue**

A referral service can be best described as_____
**The act of directing users to an alternative source of information if such information is not available in their own library**

A reference service can be best described as_____
**The personal assistance given by a librarian to library users in search of information for whatever purpose**

Which of the options is an example of a directional question?
**Quest for a specific location in the library**

Which of the options best describes a research/special library?
**It provides specialized information to an identified group of users with common interest**

What does LC cutter number represent?
**Author's number**

What type of notation does the library of congress use?
**Alpha-numeric**

What classification scheme is most suitable for academic libraries?
**Library of Congress Classification Scheme (LC)**

Human error is a major disadvantage of_____
**A card catalogue**

Which of the options is INCORRECT of an OPAC?
**It can be accessed in the remote villages where there is neither electricity nor pipe-born water**

Which of the options is INCORRECT of a microform catalogue?
**Students find it easy to use**

Which of the options is INCORRECT of a card catalogue?
**It is compact and can be easily carried to anywhere within the library**

One of the options is INCORRECT of a book catalogue_____
**Book catalogue can be accessed from any location**

One of the options is NOT true of Open Educational Resources (OER)_____
**Nobody paid for Open Educational Resources**

What are hybrid open access journals?
**They are subscription based journals in which some of the articles offer open access**

AGORA is a database largely used by what type of students?
**Agricultural**

What are green access journals?

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**They are journals that have a period of time when access to published content is temporarily restricted**

What are gold access journals?
**They are journals that provide worldwide, barrier free access to the full-text of articles online.**

Two examples of general library services are_____
**Lending services and current awareness services**

Vertical files kept by reference librarians are_____
**Files that contain record of user's queries**

A card catalogue can be best described as_____
**A file of cards in a catalogue cabinet that show users the library's collections**

Literature review is important because_____
**It can assist the researcher in choosing an appropriate research topic, formulate reliable hypotheses and in designing appropriate research methodology**

Below are some important questions you must bear in mind when reviewing literature EXCEPT
**What would be the outcome of my research?**

Why do you need a citation manager?
**To format citations for my papers and bibliographies using any referencing style**

The process of skimming through retrieved articles in order to group them into topics and sub-topics is known as_____
**Analyzing the literature**

The process of integrating all key details of the literature at the same time communicating your point of view in a clear and cohesive manner is known as_____
**Writing the review**

Copyright covers the following issues regarding intellectual work EXCEPT_____
**health**

In sorting out your subject materials in preparation for your study you may do the following EXCEPT_____
**Wait until very close to exams to avoid forgetting all you've read**

Information explosion ushered in the following challenges EXCEPT_____
**Slowing down of research activities**

The following are all types of classification schemes EXCEPT_____
**OPAC**

Class marks are better placed at what part of every book?
**The spine**

Library classification is important for the following EXCEPT
**To keep librarians redundant**

The referencing style used in the example below is_____
Okpala, A.E. & Igbeka, J.U. (2005). Analysis of users searches of CD-ROM databases in Kenneth Dike Library. The Electronic Library, 23(3), 362-368
**APA**

Patents can be best described as _____
**New inventions**

All references cited in the body of work should NOT Necessarily be included in the reference list **False**

A referencing style is a set of rules that instructs you on how to _____ the thoughts, ideas and works of others in a particular way.
**Acknowledge**

Not all plagiarisms are copyright infringements and not all copyright infringements are plagiarisms
**True**

The concept of "fair use" is not clearly defined in the statute.
**True**

The legal frame work that covers original work of authorship is known as _____
**Copyright**

You have not plagiarised if you carefully acknowledge all your sources of information and have not copied verbatim except for well acknowledged short quotations.
**True**

In preparing for examination, it is advisable to first familiarize yourself with past questions before reading your course materials
**False**

Reading is more productive when done at anytime and anywhere
**False**

Over-learning of your course materials can lead to a mental breakdown
**False**

Reading for content helps you to grasp the _____in a write-up

**Main ideas**

The 2nd R in SQ3R stands for_____
**Recite**

_____ formulated the laws of library science as follows:
Books are for use
Every reader his book
Every book its reader
Save the time of the reader
Save the time of the stay
Library is a growing organization

**S.A Ranganathan**

The 3rd R in SQ3R stands for_____
**Review**

Online catalogues provide links to other catalogues
**True**

What symbol should appear in the gap, in the word organi-ation if you are to capture the variable characters's' or 'z' in your search?
**#**

A Boolean operator is a _____
**Search technique**

The very first step to take in constructing a search strategy is to define your _____
**Topic**

Digital libraries offer greater user satisfaction
**True**

You are likely to find _____ (catalogue) in a digital library
**OPAC**

The Universal Decimal Classification is based on _____ Decimal Classification
**Dewey**

The main classes of Dewey Decimal Classification is divided into _____
**10**

Dewey Decimal Classification uses _____ notation
**Pure**

The LC main class for education is _____

**L**

The LC main class for social sciences is _____
**H**

In APA referencing of journals what punctuation mark should come after page number(s)? _____
**Full stop**

In APA referencing of journal the volume number should be italicized
**True**

As a general rule in APA referencing of journal articles, all the journal titles must be italicize
**True**

The punctuation mark after year of publication in APA referencing of journal articles is_____
**Full stop**

As a general rule in APA referencing, organization names must NEVER be provided in full
**False**

All the features for referencing articles in print must NOT be included where available for articles found in database or website
**False**

In Harvard referencing for articles in database or website, it is NOT compulsory to include the website URL and the date article was accessed
**False**

In Harvard referencing of eBooks, edition statement should always be included, even if it's the first edition
**True**

When referencing sources with two or more authors, place the names in the exact order in which they appear on the text
**True**

An Academic library is_____
**Library of academic institutions such as universities, polytechnics and colleges of education**

What type of classification scheme is commonly used in academic library?
**Library of Congress Classification Scheme (LC)**

Identity the kind of library that usually engages in repackaging of information using audio-visual materials and indigenous languages to render information services to the illiterate class.
**Public library**

Which section of the library is responsible for charging and discharging of library resources?
**Circulation section**

Journal articles of original contents are examples of:
**Primary sources of information**

Literature identification is a step in literature review when_____
**The researcher get familiarized with resources (print or electronic, primary, secondary or tertiary resources) that will be relevant to the research topic**

Analyzing the literature is a step in literature review when_____
One major disadvantage of microform catalogue is that of_____
**Flexibility and currency**

Digital libraries can help to solve the following problems EXCEPT_____
**Loss of library materials through theft**

What classification scheme has its language class merged with Literature class?
**UDC**

One of the options is NOT true of Open Educational Resources (OER)_____
**Nobody paid for Open Educational Resources**

The main class for "science" in LC is_____
**Q**

What classification scheme employs decimals for specificity?
**Dewey classification scheme**

The 35 main classes of Bliss classification scheme consist of _____ numerical and _____ alphabetical classes.
**9, 26**

What does LC cutter number represent?
**Class Mark**

Digital libraries interface design should be all of the following EXCEPT_____
**Highly sophisticated**

What is the main class of "generalities" in Dewey decimal classification?
**000**

Literature review is important because_____
**It can assist the researcher in choosing an appropriate research topic, formulate reliable hypotheses and in designing appropriate research methodology**

I receive on monthly basis list of all new arrivals in my field from my library. This service is known as _____
**Current Awareness Services (CAS)**

What period should a typical review cover?
**Last 5 years**

Which of these databases contain mainly agricultural resources?
**AGORA**

What does the acronym "SDI" stand for_____
**Selective Dissemination of Information**

Below are the three major components of open educational resources EXCEPT_____
**Teaching content**

Mr Kolawole just published a book and by compulsion needed to deposit three copies of his books in a library, what type of library plays this role?
**National library**

A referral service can be best described as_____
**The act of directing users to an alternative source of information if such information is not available in their own library**

The acronym OAPEN stands for_____
**Open Access Publishing in European Networks**

The acronym DOAJ stands for _____
**Directory of Open Access Journals**

What does the acronym "OARE" stand for?
**Online Access to Research in the Environment**

What is the first daily task of the circulation department?
**Shelving of all books consulted by library users the previous day.**

The staff responsible for taking statistics of the books consulted by users is_____
**Circulation staff**

The major source of funding of public libraries is_____
**Public taxes**

The basic difference between a public library and other types of libraries is that the main aim of public library is to provide the information needs of_____
**General public**

When a reader asks a specific question relating to the use of library materials in the reference sections, this type of query is known as_____
**Quick reference question**

Research outcomes and results from original research work fall into _____ sources of information
**Primary**

Below are the three major components of open educational resources EXCEPT_____
**Teaching content**

Journals have the following types of access EXCEPT_____
**Classified**

Below are open access journals in Humanities except_____
**Organic Syntheses**

Below are open access journals in Education EXCEPT_____
**West African Journal of Education**

Below are open access journals in Economics EXCEPT_____
**Logical Methods in Economics**

Below are examples of institutional repository EXCEPT_____
**Open Engineering**

The main class for science in LC is_____
**Q**

The main class for religion in Dewey decimal classification is_____
**200**

What is used to further divide subjects into more specific subject areas in Dewey classification?
**Decimal point (.)**

What type of catalogue is very sensitive in spelling and may retrieve different information due to error.
**Online catalogue**

What classification scheme has its language class merged with Literature class?
**UDC**

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What classification scheme was purposely designed to help remove the short comings observed in class K-Law, in the library of congress classification scheme?
**Moyâ**

The fact that copies of information on the net can be speedily delivered to users on demand has helped to remove_____
**The challenge of geographical distance to information**

Digital libraries can help to solve the following problems EXCEPT_____
**Information explosion**

Digital libraries interface design should be all of the following EXCEPT_____
**Highly sophisticated**

How often should you keep to your study schedule?
**Daily**

In order to improve your grades you are advised to do the following EXCEPT_____
**Cram**

In order to study without interruption you have to equip your study area with the following materials EXCEPT_____
**Musical equipment**

The process of reading questions at the beginning/ end of the chapters or after each subheading in SQ3R is known as_____
**Questioning**

In order to connect reading to your everyday life you have to engage in the following EXCEPT_____
**Read only when you feel like**

There are grievous penalties upon any infringement on the following EXCEP_____
**Fair use**

In what year was the world's first copyright law (statute of Anne) enacted in England?
**1710**

What was the main purpose of the Berne convention in 1886?
**to provide mutual recognition of copyright between nation states**

The acronym AMS in referencing style stands for_____
**American Meteorological Society**

The acronym OSCOLA in referencing style stands for_____
**Oxford Standard for the Citation of Legal Authorities**

Where is the reference list of every academic/ research work located?
**At the end**

Where multiple sources are used by same author, citations are listed in order by_____
**The date of publication**

In referencing a book what punctuation mark is used after the place of publication?
**Colon (:)**

The librarian at the _____ section of the library is responsible for charging and discharging of library resources
**Circulation**

Only registered library users are allowed to borrow books and other library resources
**True**

Potential library users are required to _____ before being permitted to use the library
**Register**

Before you are allowed to go home with a borrowed book from the library, it must be stamped with _____ stamp
**Date-due**

A fine is usually charged per day for overdue books
**True**

In order to know what book to borrow, the user may check the various catalogues which could be manual or electronic
**True**

The _____ mark indicates the location of the book on the shelf.
**Class**

A borrowed book can be renewed if such book is NOT on reserve
**True**

Academic libraries are under a board to serve the public
**False**

Public libraries provide basic services for a fee
**False**

Public libraries support both individual and self-conducted education as well as formal education at all levels
**True**

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Quick reference questions are everyday questions that readers regularly ask reference librarians **True**

Quick reference questions are NOT easily answered by mere consultation of specific reference source, such as almanacs, biographies, yearbooks, dictionaries
**False**

Search questions cannot be met by one single reference source in the library
**True**

Research questions do NOT require comprehensive reference sources
**False**

Vertical files usually contain sources of miscellaneous information
**True**

It is NOT necessary to keep records of user's queries
**False**

Current awareness service is a personalized library service
**False**

Resource sharing and collaboration is one of the new trends in librarianship
**True**

All libraries should be able to meet the information needs of all its users at all times
**False**

Heavily used materials stand the risk of being stolen or _____ if kept on open shelves
**Mutilated**

Research and information needs of users of special libraries are fairly homogeneous
**True**

Information is being generated and transmitted by individuals on daily basis
**True**

Document titles and abstracts CANNOT help you find good descriptors when searching through literature
**False**

A database may be dedicated to a single subject or cover several subjects
**True**

In a card catalogue, cards for new materials can be added quickly and cards for those items no longer in the collection can be easily removed
**True**

The card catalogue is NOT easy to use
**False**

The card catalogue are NOT alphabetical arrangement
**False**

Miss-filing and miss-shelving may not necessarily cause problems in the library
**False**

Expensive equipment is required for users to have access and use microform catalogue
**True**

With an online catalogue, users can retrieve _____ in a variety of ways.
**Information**

Training is needed for the users to optimally use online catalogue
**True**

The purpose of library classification is to provide a comprehensive view of the documents on a given subject
**True**

The basic aim of librarianship is to bring the user in contact with a specific document or information **True**

_____ is the main class for Technology in Dewey decimal classification
**600**

AGORA is a database largely used by _____
**Agricultural students**

What are hybrid open access journals?
**They are journals that have a period of time when access to published content is temporarily restricted**

One of the options is not true of Open Educational Resources (OER) _____
**Nobody paid for Open Educational Resources**

Library catalogue can be best described as _____
**Collation of all bibliographic details of all library resources**

Human error is a major disadvantage of _____
**A card catalogue**

What classification scheme is most suitable for academic libraries?
**Library of Congress Classification Scheme (LC)**

What type of notation does the library of congress use?
**Alpha-numeric**

What does LC cutter number represent?
**Author's number**

A card catalogue can be best described as _____
**A file of cards in a catalogue cabinet that show users the library's collections**

Survey in SQ3R means_____
**To skim through a piece of writing to establish its purpose and get the main ideas**

Which of the options best describes a national library?
**A library that acts as the legal depository and bibliographic centre of the nation**

Which of the options is not a function of an academic library?
**Issuance of International Standard Book Number (ISBN) and International Standard Serial Number (ISSN)**

The LC main class for social sciences is_____
**H**

A Boolean operator is a_____
**search technique**

Online catalogues provide links to other catalogues
**True**

The three main access points are_____, author and Title
**subject**

The three main access points are subject, _____and Title
**author**

The three main access points are subject, author and_____

**Title**

You must not rely on _____ for your self- motivation
**Inspiration**

The 3rd R in SQ3R stands for_____
**Review**

The 2nd R in SQ3R stands for_____
**Recite**

Reading for content helps you to grasp the _____ in a write-up
**main ideas**

The LC main class for education is_____
**L**

Over-learning of your course materials can lead to a mental breakdown
**False**

Reading is more productive when done at anytime and anywhere
**False**

According to psychologist, _____ leads to internalization of learning
**Over-learning**

In preparing for examination, it is advisable to first familiarize yourself with past questions before reading your course materials
**False**

You have not plagiarised if you carefully acknowledge all your sources of information and have not copied verbatim except for well acknowledged short quotations.
**True**

The legal frame work that covers original work of authorship is known as_____
**Copyright**

The concept of "fair use" is not clearly defined in the statute.
**True**

Not all plagiarisms are copyright infringements and not all copyright infringements are plagiarisms
**True**

A referencing style is a set of rules that instructs you on how to_____ the thoughts, ideas and works of others in a particular way.
**Acknowledge**

As a general rule, not all references cited in the body of the work should be included in the reference list
**False**

Dewey Decimal Classification uses_____ notation
**Pure**

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