



**THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA
ASSOCIATE OF SCIENCE EXAMINATION**

SEMESTER II – 2019 MAY

PROGRAMME: LIBRARY TECHNICAL STUDIES

COURSE NAME: SHELVING AND ARRANGEMENT OF LIBRARY MATERIALS

CODE: LITS1103

YEAR GROUP: ONE

DATE: TUESDAY, 2019 MAY 07

TIME: 12:00 NOON – 2:00 P.M.

DURATION: 2 HOURS

EXAMINATION TYPE: FINAL

This Examination Paper has 7 Pages

- INSTRUCTIONS:**
1. ANSWER ALL QUESTIONS FROM SECTION A
 2. ANSWER ALL QUESTIONS FROM SECTION B
 3. ANSWER ANY TWO (2) QUESTIONS FROM SECTION C

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

SECTION B

Instruction: In the booklet provided, answer ALL questions in this section.

1. What are the **TWO (2)** main categories for arranging library materials?
Give **TWO (2)** features of each category. (6 marks)
2. Explain what the LTA does in the role of a 'page'. (2 marks)
3. Define the following signs and give an example of each:
 - i. Orientation
 - ii. Identification (4 marks)
4. Give **THREE (3)** reasons for creating and mounting displays in a library. (3 marks)
5. How does conservation differ from preservation? (2 marks)
6. State **THREE (3)** reasons for a librarian to carry out a deselection process. (3 marks)

(Total 20 marks)

END OF SECTION B

SECTION C

Instruction: In the booklet provided, answer any TWO (2) questions in this section.

Question 1

Discuss any **FIVE (5)** factors which speak to the importance of proper shelving and arrangement of library materials.

(20 marks)

Question 2

Identify **THREE (3)** public relations tools being employed by modern libraries. Describe how the public library can use them to promote its services and programmes.

(20 marks)

Question 3

Elaborate on **THREE (3)** main threats to a library collection and suggest ways in which a librarian can minimise or eliminate them.

(20 marks)

Question 4

Highlight **THREE (3)** benefits of weeding. What are **THREE (3)** factors which hinder libraries from carrying out this activity?

(20 marks)

END OF EXAMINATION