

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION
DEPARTMENT OF EDUCATIONAL TECHNOLOGY,
FIRST SEMESTER, 2022/2023 EXAMINATION

Course code: EDT 414 OPTION (A). **Course Title:** Advanced Library Studies

Credit Unit: 3 units. **Time Allowed:** 2Hours

Instruction: Answer all Questions in Section A and B.

Write your matriculation number **boldly** on top of your Question paper

SECTION A

1. Most books in the general reading room may be borrowed after completing the necessary documentation except _____ material e.g _____
2. Library materials is considered returned when it is _____ and it is _____
3. LCCS stand for _____ and _____ is widely used in academic and research libraries.
4. _____ is the systematic method used to organized and arrange library materials such as books, journal, digital materials and audiovisual materials in a logical and coherent manner.
5. As a student of federal university of technology Minna you need to first arrive at the _____ unit and _____ before you can borrow books or materials from the university library.
6. The normal loan period is _____ weeks for external borrower's, maximum loan period is _____ days.
7. In the federal university of technology Minna, you have _____ weeks to return a borrowed book.
8. The section that is responsible for new books, duplicate check, accessioning of books and processing bill for payment in the library is called _____ section.
9. A student is not allowed to use _____ on library computers.
10. Student may borrow only _____ library books at a time while academic members of staff e.g lecturers may borrow up to _____ books.

11. _____ Is the systematic process of arranging of entries designed to enable information users to locate items in document?
12. _____ Are indicator or locator that assist one to find information?
13. A person who does indexing or prepares indexes is called _____
14. _____ Are noted for their orderliness.
15. Access to information in print and non-print material would be impossible without _____
16. Interlibrary service/loan is sometimes called _____ or _____
17. All books in all libraries are orderly arranged according to either the _____ or the _____
18. Inter-loan and inter-lending are also called _____
19. Inter-loan or resource sharing has two major operations namely 1. _____ 2. _____
20. The two types of library users are _____ and _____

SECTION B

1. All library books in all libraries are orderly arranged according to either the Dewey decimal system (DDS) or the library of congress classification system(LCCS).

Discuss.

- 2a. What is borrowing from the library?
- 2b. Enumerate five (5) sections in the library.
3. Mention two (2) material that can be found in serial section and three (3) material that can be found in reference section.
4. Explain the following procedures of borrowing from the library.
 - a. Confidentiality
 - b. Loan period
 - c. Special borrowers
 - d. Recalls
 - e. Holds