

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 (B). **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. \_\_\_\_\_ Is the systematic process of arranging of entries designed to enable information users to locate items in document?
2. \_\_\_\_\_ Are indicator or locator that assist one to find information?
3. A person who does indexing or prepares indexes is called \_\_\_\_\_
4. \_\_\_\_\_ Are noted for their orderliness.
5. Access to information in print and non-print material would be impossible without \_\_\_\_\_
6. Interlibrary service/loan is sometimes called \_\_\_\_\_ or \_\_\_\_\_
7. All books in all libraries are orderly arranged according to either the \_\_\_\_\_ or the \_\_\_\_\_
8. Inter-loan and inter-lending are also called \_\_\_\_\_
9. Inter-loan or resource sharing has two major operations namely 1. \_\_\_\_\_  
2. \_\_\_\_\_
10. The two types of library users are \_\_\_\_\_ and \_\_\_\_\_
11. Most books in the general reading room may be borrowed after completing the necessary documentation except \_\_\_\_\_ material e.g  
\_\_\_\_\_
12. Library materials is considered returned when it is \_\_\_\_\_  
\_\_\_\_\_ and it is \_\_\_\_\_

13. LCCS stand for \_\_\_\_\_ and \_\_\_\_\_  
-- is widely used in academic and research libraries.
14. \_\_\_\_\_ 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.
15. 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.
16. The normal loan period is \_\_\_\_\_ weeks for external borrower's, maximum loan period is \_\_\_\_\_ days.
17. In the federal university of technology Minna, you have \_\_\_\_\_ weeks to return a borrowed book.
18. The section that is responsible for new books, duplicate check, accessioning of books and processing bill for payment in the library is called \_\_\_\_\_ section.
19. A student is not allowed to use \_\_\_\_\_ on library computers.
20. Student may borrow only \_\_\_\_\_ library books at a time while academic members of staff e.g lecturers may borrow up to \_\_\_\_\_ books.

## 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.**
2. What is borrowing from 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.
- f. Confidentiality
  - g. Loan period
  - h. Special borrowers
  - i. Recalls
  - j. Holds