Board Exam Desk

Librarianship Reviewer

Librarianship Licensure Examination | PRC | 120 original questions

2026 Edition | Updated November 2026

Original board-style practice questions with an answer key.

Practice questions

Cataloging and Classification

1. A cataloger is keying in the title proper and the statement of responsibility of a new monograph in a MARC 21 bibliographic record. Which field should be used?

A. 260
B. 100
C. 650
D. 245

2. A single-author textbook is being cataloged in MARC 21. In which field is the authorized form of that author's name recorded as the main entry?

A. 110
B. 100
C. 700
D. 600

3. A book on the effects of climate change on Philippine coastal communities is assigned the controlled heading Climate change. In which MARC 21 field does this topical heading belong?

A. 600
B. 650
C. 655
D. 651

4. While copy cataloging, a librarian needs to verify the International Standard Book Number of a monograph. Which MARC 21 field should she check?

A. 010
B. 020
C. 024
D. 022

5. Under the FRBR model on which RDA is based, a Tagalog translation of an English novel is treated as a new instance of which entity?

A. Manifestation
B. Item
C. Expression
D. Work

6. A library owns one particular copy of a novel that bears the author's handwritten dedication. Under FRBR, this specific copy is an example of which entity?

A. Expression
B. Item
C. Manifestation
D. Work

7. A monograph has four co-equal authors named on the title page. Under RDA, how is the authorized access point for the work constructed?

A. Using the title proper alone as main entry
B. Using the first-named author with the title
C. Using the editor named in the preface
D. Using the publisher as the corporate creator

8. Which extent statement for a 245-page book with 12 preliminary pages follows RDA practice rather than AACR2 practice?

A. 245 p. prelim. xii
B. xii, 245 pages
C. xii, 245 p.
D. pp. xii + 245

9. In the Dewey Decimal Classification, a book on photosynthesis in rice plants belongs to which main class?

A. 900 History and geography
B. 500 Natural sciences and mathematics
C. 300 Social sciences
D. 600 Technology

10. A school library receives a general guide to computer programming. Under which DDC main class will it be classified?

A. 500 Natural sciences and mathematics
B. 600 Technology
C. 000 Computer science, information and general works
D. 400 Language

11. A cataloger wants to show in a DDC number that a work is a dictionary of economics. Which auxiliary table provides the needed notation?

A. Table 6 Languages
B. Table 2 Geographic Areas
C. Table 5 Ethnic and National Groups
D. Table 1 Standard Subdivisions

12. Four books on a shelf carry the DDC class numbers 330.9, 330.122, 330.2 and 330.12. Which one should be shelved first?

A. 330.12
B. 330.122
C. 330.2
D. 330.9

13. In the Library of Congress Classification, which single-letter class is used for general science, including mathematics and physics?

A. Q
B. R
C. T
D. S

14. A university library receives a new manual on cataloging and metadata. Using the Library of Congress Classification, under which class letter will it most likely be placed?

A. Z
B. G
C. L
D. A

15. Two books on the same topic share the class number 371.3. Which part of the call number distinguishes them, usually based on the author's surname?

A. The class number
B. The book or author number
C. The accession number
D. The copy number

16. A small elementary school library with a modest general collection needs a subject heading list suited to its size and users. Which is the most appropriate choice?

A. Sears List of Subject Headings
B. Art and Architecture Thesaurus
C. Medical Subject Headings
D. Library of Congress Classification

17. A catalog entry reads Automobiles, see Cars. What kind of cross-reference is this?

A. A see also reference to a related term
B. A scope note defining the term
C. A see reference from an unused term
D. A narrower term reference

18. A librarian downloads an existing bibliographic record from a shared utility and edits it to match the copy in hand. What is this process called?

A. Retrospective conversion
B. Copy cataloging
C. Original cataloging
D. Authority cataloging

19. A book titled The Filipino family is being cataloged in MARC 21. What value should be entered in the second indicator of field 245?

A. 0
B. 3
C. 1
D. 4

20. A catalog shows a national hero's works under three different forms of his name, scattering the results. Which process prevents this problem?

A. Circulation control
B. Serials control
C. Inventory control
D. Authority control

Reference, Bibliography and User Services

21. During a reference interview, which question is best for encouraging a patron to describe the information need in his own words?

A. Do you need books or articles?
B. Have you checked the catalog yet?
C. Is this for a school assignment?
D. What would you like to find out about it?

22. A patron wants the latest annual compilation of statistics and miscellaneous facts such as population figures and sports records. Which reference source fits best?

A. Concordance
B. Thesaurus
C. Almanac
D. Gazetteer

23. A patron needs a brief description and the exact location of a small municipality, arranged alphabetically without maps. Which source should be consulted?

A. Gazetteer
B. Directory
C. Yearbook
D. Handbook

24. A literature student wants to find every passage in which a particular word appears in a poet's complete works. Which reference source is designed for this?

A. Bibliography
B. Anthology
C. Concordance
D. Almanac

25. A patron needs background on a business executive who is currently active in industry. Which type of biographical source is most suitable?

A. A current biographical directory
B. A retrospective national biography
C. A historical gazetteer of persons
D. A dictionary of famous dead persons

26. A history student uses a diary written by a soldier during the Philippine Revolution. How is this source classified?

A. Secondary source
B. Ready-reference source
C. Tertiary source
D. Primary source

27. A researcher studies the paper, binding, typography and printing history of an early Philippine imprint. Which type of bibliography is this?

A. Analytical bibliography
B. Subject bibliography
C. Enumerative bibliography
D. National bibliography

28. A librarian compiles a systematic list of all available books and articles about mangrove conservation. What kind of bibliography is she producing?

A. Textual bibliography
B. Analytical bibliography
C. Historical bibliography
D. Enumerative bibliography

29. Which reference tool records the materials published within a country and is usually compiled by that country's national library?

A. Trade bibliography
B. Union catalog
C. Bibliography of bibliographies
D. National bibliography

30. A graduate student needs a book that her university library does not own but a partner library does. Which service should the librarian offer?

A. Interlibrary loan
B. Reserve book service
C. Selective dissemination of information
D. Readers' advisory

31. A research library sends each scientist regular alerts about new articles that match a stored profile of research interests. What service is this?

A. Interlibrary loan
B. Ready-reference service
C. Bibliographic instruction
D. Selective dissemination of information

32. A patron asks for the name of the current capital of a particular country, which the librarian answers in seconds from a single source. What type of question is this?

A. Directional question
B. Research question
C. Readers' advisory question
D. Ready-reference question

33. A teenager who enjoyed a fantasy novel asks the librarian to suggest similar books to read next. Which service is being provided?

A. Interlibrary loan
B. Document delivery
C. Readers' advisory
D. Current awareness

34. A librarian holds sessions teaching freshmen how to locate, evaluate and ethically use information for their papers. What is this program called?

A. Readers' advisory
B. Collection evaluation
C. Information literacy instruction
D. Technical services training

35. A student is evaluating a health website and checks the date the content was last revised. Which evaluation criterion is she applying?

A. Currency
B. Coverage
C. Objectivity
D. Authority

36. In APA style, what does a standard parenthetical in-text citation for a single-author journal article contain?

A. The author's initials and DOI
B. The journal name and volume
C. The full title and page range
D. The author's surname and year

37. At the end of a transaction, the librarian asks the patron whether the information fully answers the question. Which part of the reference process is this?

A. Search strategy
B. Approachability
C. Follow-up
D. Negotiation of the question

38. A student new to a topic needs an authoritative overview article with a short reading list at the end. Which source should the librarian recommend first?

A. A periodical index
B. A subject encyclopedia
C. A trade directory
D. A language dictionary

39. An engineer needs a compact, quick-reference compilation of formulas, constants and tables used in his field. Which type of source is this?

A. Handbook
B. Gazetteer
C. Yearbook
D. Directory

40. A patron wants a publication that reviews the significant events and developments of a single past year. Which source is most appropriate?

A. Atlas
B. Concordance
C. Directory
D. Yearbook

Indexing and Abstracting

41. An abstract states only that a study discusses the methods and scope of a water quality survey, without giving any findings. What type of abstract is this?

A. Critical abstract
B. Indicative abstract
C. Structured abstract
D. Informative abstract

42. An abstract summarizes a study's purpose, methods, actual results and conclusions so that readers may not need the full text. What type is it?

A. Indicative abstract
B. Telegraphic abstract
C. Critical abstract
D. Informative abstract

43. An abstractor's summary includes her own judgment of the study's validity and its value compared with similar works. What type of abstract is this?

A. Informative abstract
B. Indicative abstract
C. Structured abstract
D. Critical abstract

44. A medical journal requires abstracts with the labeled headings Background, Methods, Results and Conclusions. What type of abstract is this?

A. Critical abstract
B. Indicative abstract
C. Structured abstract
D. Highlight abstract

45. An index generated by computer lists each significant title word in alphabetical order, with the surrounding words of the title displayed on the same line. What type of index is this?

A. Keyword in context index
B. Chain index
C. Citation index
D. Classified index

46. A searcher enters malaria NOT vaccine in a database. What will the search retrieve?

A. Records with either malaria or vaccine
B. Records on malaria lacking the word vaccine
C. Records on vaccines for diseases other than malaria
D. Records containing both malaria and vaccine

47. A search retrieves 40 records, of which 10 are relevant to the user's query. What is the precision of this search?

A. 40 percent
B. 75 percent
C. 10 percent
D. 25 percent

48. A collection contains 50 documents relevant to a topic, and a search retrieves 20 of them along with some irrelevant ones. What is the recall of the search?

A. 40 percent
B. 60 percent
C. 20 percent
D. 50 percent

49. A searcher broadens a query by adding several synonyms joined with OR. What is the most likely effect?

A. Both recall and precision drop sharply
B. Precision rises while recall tends to drop
C. Recall rises while precision tends to drop
D. Neither recall nor precision is affected

50. In a thesaurus entry for Cats, the term Mammals appears as the more general concept. Which relationship code precedes Mammals?

A. UF
B. RT
C. BT
D. NT

51. A thesaurus contains the instruction Automobiles USE Cars. What reciprocal entry should appear under Cars?

A. RT Automobiles
B. BT Automobiles
C. NT Automobiles
D. UF Automobiles

52. In a thesaurus, the descriptors Teaching and Teachers are linked because they are closely associated but not hierarchical. Which code shows this link?

A. USE
B. NT
C. RT
D. BT

53. An indexer assigns terms not only for a report's main subject but also for many minor topics discussed in it. Which indexing property is being increased?

A. Specificity
B. Brevity
C. Consistency
D. Exhaustivity

54. An indexer chooses the term Mangoes rather than Fruits for an article solely about mangoes. Which indexing principle is applied?

A. Generalization
B. Specificity
C. Exclusion
D. Exhaustivity

55. In a database, single-concept terms are assigned to records, and users combine them with Boolean operators at the time of searching. What kind of indexing system is this?

A. Classified indexing
B. Post-coordinate indexing
C. Chain indexing
D. Pre-coordinate indexing

56. An indexer assigns the heading string Philippines--History--American occupation, combining concepts in a fixed order. What kind of indexing is this?

A. Free-text indexing
B. Post-coordinate indexing
C. Automatic indexing
D. Pre-coordinate indexing

57. A researcher has a landmark 1990 article and wants to find later papers that refer to it. Which tool is designed for this?

A. Permuted title index
B. Citation index
C. Subject heading list
D. Back-of-book index

58. In a back-of-book index, what are the page numbers following each entry called?

A. Subheadings
B. Locators
C. Descriptors
D. Qualifiers

59. An indexing program ignores very common words such as the, of and and when building its index. What is the list of these ignored words called?

A. Go list
B. Scope note
C. Authority file
D. Stop list

60. A user enters librar* in a catalog search and retrieves library, libraries, librarian and librarianship. Which search technique was used?

A. Proximity searching
B. Phrase searching
C. Truncation
D. Field searching

Selection and Acquisition of Library Materials

61. A newly appointed head librarian wants a written document that defines collection scope, selection responsibility, weeding and the handling of challenged materials. What should be prepared?

A. Collection development policy
B. Annual accomplishment report
C. Strategic marketing plan
D. Library procedure manual

62. A vendor automatically ships new books that match a subject profile set by the library, and the library may return titles it does not want. What arrangement is this?

A. Standing order
B. Blanket order
C. Firm order
D. Approval plan

63. A library wants to receive every new volume of an annual reference series automatically without placing a separate order each year. Which order type fits?

A. Rush order
B. Firm order
C. Standing order
D. Approval plan

64. A faculty member requests one specific title, and the library places an order for exactly that book with a supplier. What type of order is this?

A. Standing order
B. Firm order
C. Blanket order
D. Approval plan

65. A retired professor offers to donate 500 old textbooks to a college library. What is the best practice?

A. Refuse every donation to avoid extra processing
B. Accept all of them and add each to the shelves
C. Accept them under the gift policy, keeping disposal rights
D. Accept them only if the donor pays for processing

66. In the MUSTIE weeding criteria, what does the letter S stand for?

A. Superseded
B. Seldom used
C. Shelf-worn
D. Scholarly

67. During a review of the health collection, a librarian finds a drug reference published more than twenty years ago that has newer editions. What should she do?

A. Move it to the reference reserve section
B. Mark it for permanent conservation
C. Keep it because older sources are rarer
D. Withdraw it and acquire a current edition

68. Which of the following serves as a selection aid rather than an acquisition record?

A. A vendor invoice for books
B. A journal that reviews new academic titles
C. An outstanding order file
D. An accession register

69. A librarian records each newly received book with a unique number in the order of its receipt. What is this record called?

A. Authority file
B. Union catalog
C. Accession register
D. Shelf list

70. A parent demands that a novel be removed from a school library because of its themes. What should the librarian do first?

A. Ignore the complaint since it is a parent
B. Follow the formal reconsideration procedure
C. Remove the book at once to avoid conflict
D. Hide the book in a closed staff area

71. An issue of a subscribed journal has not arrived well after its expected date. What should the serials staff do?

A. Withdraw all earlier issues
B. Order a second subscription
C. Cancel the subscription immediately
D. Send a claim to the vendor or publisher

72. A library orders books from many publishers through a single wholesaler. What is the main advantage of this approach?

A. Consolidated ordering and billing with discounts
B. Exemption from all shipping costs
C. Guaranteed access to out-of-print titles
D. Automatic cataloging of rare books

73. A university licenses a journal database. Which license clause protects access to content from the paid years if the subscription is later canceled?

A. Interlibrary loan terms
B. Walk-in user provisions
C. Simultaneous user limits
D. Perpetual access rights

74. Several academic libraries pool funds to negotiate lower prices for shared electronic database subscriptions. What is this arrangement?

A. Exchange program
B. Blanket ordering
C. Consortial purchasing
D. Approval plan buying

75. A library loads records for thousands of e-books it does not own, and a title is purchased only after users access it a set number of times. What is this model?

A. Demand-driven acquisition
B. Standing order
C. Approval plan
D. Gift and exchange

76. To evaluate its history collection, a library compares its holdings against a standard list of recommended titles. Which evaluation method is this?

A. Circulation analysis
B. Shelf availability study
C. List checking
D. User satisfaction survey

77. In collection depth indicators used with the conspectus approach, which level aims to collect everything significant in a field in all applicable languages and formats?

A. Comprehensive level
B. Research level
C. Study level
D. Basic information level

78. When a library places an order, it sets aside the estimated cost in its accounting records before the invoice arrives. What is this reserved amount called?

A. Allocation
B. Depreciation
C. Encumbrance
D. Expenditure

79. A faculty member deposits the accepted manuscript of a journal article in the university's institutional repository for free public access. Which open access route is this?

A. Hybrid open access
B. Gold open access
C. Green open access
D. Bronze open access

80. When choosing between two encyclopedias, a librarian examines the qualifications of contributors and the reputation of the publisher. Which criterion is she judging?

A. Authority
B. Arrangement
C. Price
D. Format

Library Organization and Management

81. In Gulick's POSDCORB description of management functions, what does the letter B represent?

A. Budgeting
B. Bargaining
C. Bookkeeping
D. Benchmarking

82. A new library building is designed with extra floor space and flexible shelving for future collection growth. Which of Ranganathan's laws does this most directly reflect?

A. Every reader his or her book
B. Save the time of the reader
C. The library is a growing organism
D. Books are for use

83. A student asks the librarian which books a classmate has borrowed this semester. What is the proper response?

A. Show it but ask the student not to share
B. Decline, since borrower records are confidential
C. Provide the list since both are students
D. Provide it only if the request is written

84. In a SWOT analysis, the library team notes that the local government plans to cut its annual subsidy. How should this be classified?

A. Opportunity
B. Weakness
C. Threat
D. Strength

85. A library director requires every unit to justify all of its proposed expenses from the ground up each year, instead of adjusting last year's figures. What budgeting approach is this?

A. Zero-based budgeting
B. Lump-sum budgeting
C. Incremental budgeting
D. Line-item budgeting

86. A staff member is most motivated by public recognition of her work and respect from colleagues. In Maslow's hierarchy, which need is she seeking to satisfy?

A. Esteem
B. Physiological
C. Safety
D. Self-actualization

87. In Herzberg's two-factor theory, how is an adequate salary classified?

A. Hygiene factor
B. Achievement factor
C. Growth need
D. Motivator

88. A supervisor believes his library assistants dislike work, avoid responsibility and must be closely controlled. Which management assumption does this reflect?

A. Theory Z
B. Contingency theory
C. Theory X
D. Theory Y

89. A head of technical services directly supervises eight catalogers. What does the number eight describe?

A. Span of control
B. Unity of direction
C. Chain of command
D. Scalar principle

90. A cataloger regularly receives conflicting instructions from two different supervisors. Which of Fayol's principles is being violated?

A. Division of work
B. Stability of tenure
C. Esprit de corps
D. Unity of command

91. Which planning statement describes a library's fundamental purpose and the community it serves?

A. Goal statement
B. Vision statement
C. Values statement
D. Mission statement

92. In planning a library relocation, the manager identifies the longest sequence of dependent tasks that determines the earliest completion date. Which technique is used?

A. SWOT analysis
B. Critical path method
C. Delphi technique
D. Management by objectives

93. Which document lists the duties, responsibilities and reporting relationships of a specific library position?

A. Job description
B. Organizational chart
C. Staffing budget
D. Performance appraisal

94. When a head librarian delegates the inventory project to a senior assistant, what remains with the head librarian?

A. All of the work involved in the task
B. None of the responsibility at all
C. Ultimate accountability for the result
D. Only the clerical portion of the task

95. A library in a humid coastal town finds mold spreading on its older books. Which preventive measure addresses the main cause?

A. Raise room temperature to dry the air
B. Keep relative humidity moderate and stable
C. Seal books in plastic bags on shelves
D. Turn off ventilation to block spores

96. After a flood, hundreds of wet books cannot all be air-dried within a day or two. What is the recommended first step to prevent mold?

A. Stack them tightly to press out water
B. Store them in a warm closed room
C. Freeze the wet books to stabilize them
D. Wait for the building to dry naturally

97. A library compares its interlibrary loan turnaround with that of top-performing libraries in order to adopt their better practices. What is this called?

A. Job enlargement
B. Benchmarking
C. Outsourcing
D. Downsizing

98. A law firm maintains a library that serves only its lawyers and staff with legal information. What type of library is it?

A. Academic library
B. Public library
C. Special library
D. National library

99. Which of the following is an outcome measure rather than an output measure for a library program?

A. Number of sessions conducted
B. Students show improved research skills
C. Hours the library is open weekly
D. Number of books circulated per month

100. A public library designs separate programs for senior citizens, out-of-school youth and small business owners. Which marketing concept is it applying?

A. Vertical integration
B. Product pricing
C. Market segmentation
D. Mass marketing

Information Technology

101. Which module of an integrated library system tracks journal subscriptions, predicts expected issues and records check-in of each issue?

A. Public catalog
B. Serials control
C. Cataloging
D. Circulation

102. A school library with a limited budget wants a widely used open-source integrated library system. Which option fits?

A. Moodle
B. DSpace
C. Zotero
D. Koha

103. A university wants to preserve and provide open online access to its theses and faculty papers. What type of system is most appropriate?

A. Institutional repository
B. Learning management system
C. Integrated library system
D. Library discovery layer

104. Which standard protocol allows a cataloger to search and retrieve bibliographic records from remote library catalogs within the ILS client?

A. Z39.50
B. OAI-PMH
C. SMTP
D. FTP

105. A service provider wants to collect metadata in bulk from many digital repositories to build a combined search portal. Which protocol is designed for this?

A. SIP2
B. OAI-PMH
C. Z39.50
D. HTTP cookies

106. Which simple metadata schema has fifteen basic elements such as Title, Creator, Subject and Date?

A. Dublin Core
B. EAD
C. MARC 21
D. METS

107. A library replaces barcodes with RFID tags. What advantage does RFID provide over barcodes?

A. Tags never need any reading device
B. Several items read without line of sight
C. No integration with the ILS is needed
D. Items can no longer be misshelved

108. A library uses a single search box that queries a large pre-harvested central index of its catalog and licensed articles. What is this tool called?

A. Web-scale discovery service
B. Federated search engine
C. Z39.50 gateway
D. Union catalog

109. A user clicks a citation in a database and is taken to the full text in another platform the library subscribes to. What technology makes this possible?

A. Proxy server
B. Metadata crosswalk
C. OpenURL link resolver
D. Firewall

110. Off-campus students need to access databases licensed by IP range. What tool lets them authenticate and appear to come from the campus network?

A. Proxy server
B. Link resolver
C. Discovery layer
D. Spam filter

111. Following the 3-2-1 backup rule, how should a library protect its ILS database?

A. Three copies stored in the same server
B. Three copies, two media, one offsite
C. Two copies, one medium, none offsite
D. One copy on a single external drive

112. In a digitization project, which file format is generally preferred for preservation master images of rare documents?

A. Animated GIF
B. Low-resolution PNG
C. Compressed JPEG
D. Uncompressed TIFF

113. After scanning old newspapers, the library wants the text to be searchable. Which technology converts the page images into machine-readable text?

A. Optical character recognition
B. Optical mark recognition
C. Magnetic ink character reading
D. Radio frequency identification

114. Which identifier is commonly assigned to journal articles so that links to them remain valid even when the publisher's web address changes?

A. Uniform Resource Locator
B. Digital Object Identifier
C. Library of Congress Control Number
D. International Standard Book Number

115. The Library of Congress initiative to replace MARC with a linked data model for bibliographic description is known as what?

A. MODS
B. EAD
C. Dublin Core
D. BIBFRAME

116. A staff member receives an email claiming to be from the IT office asking her to confirm her ILS password through a link. What should she do?

A. Click the link to check if it is real
B. Report it and avoid clicking the link
C. Forward it to all colleagues for advice
D. Reply with the password to confirm

117. In a relational database of borrowers, which field would best serve as the primary key?

A. The borrower's surname
B. The borrower's year level
C. A unique borrower identification number
D. The borrower's home city

118. A library connects its staff computers, printers and OPAC terminals within a single building. What type of network is this?

A. Wide area network
B. Global area network
C. Metropolitan area network
D. Local area network

119. A library subscribes to a hosted ILS that staff access through a web browser while the vendor maintains the servers and software. Which cloud model is this?

A. Platform as a Service
B. Infrastructure as a Service
C. On-premises hosting
D. Software as a Service

120. A library catalog must correctly display the letter ñ and records in several non-Latin scripts. Which character encoding standard supports this?

A. Morse code
B. ASCII
C. Unicode
D. EBCDIC

Answer key

Librarianship

1. D. 245

Field 245 is the title statement, which holds the title proper and statement of responsibility; 100 is the personal-name main entry and 650 a topical subject.

2. B. 100

Field 100 holds the main entry for a personal name; 110 is for corporate bodies, 700 for added entries and 600 for a person as subject.

3. B. 650

Topical subject headings go in field 650; 651 is for geographic names, 600 for personal names and 655 for genre or form terms.

4. B. 020

Field 020 carries the ISBN; 022 is for the ISSN of serials and 010 for the Library of Congress Control Number.

5. C. Expression

A translation is a different realization of the same intellectual work, which FRBR calls a new expression of that work.

6. B. Item

An item is a single exemplar of a manifestation, so copy-specific features such as an autograph are recorded at the item level.

7. B. Using the first-named author with the title

RDA dropped the AACR2 rule of three, so the access point for a work by several creators begins with the first-named creator followed by the title.

8. B. xii, 245 pages

RDA generally spells out terms instead of abbreviating them, so pages is written in full rather than as p.

9. B. 500 Natural sciences and mathematics

Plant physiology, including photosynthesis, is a pure science topic in the 500s; applied agriculture would fall under 600.

10. C. 000 Computer science, information and general works

DDC places computer science and programming in the 000 class, alongside information and general works.

11. D. Table 1 Standard Subdivisions

Form aspects such as dictionaries and encyclopedias are expressed through the standard subdivisions found in Table 1.

12. A. 330.12

DDC numbers are read decimally digit by digit, so 330.12 precedes 330.122, which precedes 330.2 and then 330.9.

13. A. Q

LCC class Q covers science; S is agriculture, T is technology and R is medicine.

14. A. Z

LCC class Z covers bibliography, library science and information resources; L is education and G is geography.

15. B. The book or author number

A book number, such as a Cutter number, arranges works with the same class number alphabetically by author or title.

16. A. Sears List of Subject Headings

Sears is designed for small and medium-sized libraries, while MeSH and the AAT serve specialized fields and LCC is a classification scheme.

17. C. A see reference from an unused term

A see reference directs users from a term that is not used as a heading to the authorized heading.

18. B. Copy cataloging

Copy cataloging adapts a record already created by another library instead of describing the item from scratch.

19. D. 4

The second indicator gives the number of nonfiling characters, and The plus a space equals four characters to be skipped in filing.

20. D. Authority control

Authority control establishes one authorized form of a name and links variants to it so that related works collocate.

21. D. What would you like to find out about it?

Open questions invite the patron to explain the need fully, whereas yes-or-no questions limit the response.

22. C. Almanac

An almanac is an annual compendium of statistics and short facts on many subjects.

23. A. Gazetteer

A gazetteer is a geographical dictionary that gives brief information on places listed alphabetically.

24. C. Concordance

A concordance lists the words used in a text or body of work and shows each place they occur.

25. A. A current biographical directory

Current biographical directories cover living persons, while retrospective national biographies usually include only the deceased.

26. D. Primary source

A primary source is a firsthand record created at the time of the events, such as a diary or letter.

27. A. Analytical bibliography

Analytical or descriptive bibliography examines books as physical objects, while enumerative bibliography only lists them.

28. D. Enumerative bibliography

Enumerative or systematic bibliography lists works on a subject or in a category without describing their physical makeup.

29. D. National bibliography

A national bibliography records the published output of a nation and is commonly maintained by its national library.

30. A. Interlibrary loan

Interlibrary loan lets a library borrow materials from another library on behalf of its users.

31. D. Selective dissemination of information

SDI matches new documents against individual user profiles and notifies users of relevant items.

32. D. Ready-reference question

Ready-reference questions ask for short factual answers that can be found quickly in one standard source.

33. C. Readers' advisory

Readers' advisory helps users choose leisure reading based on their interests and past reading.

34. C. Information literacy instruction

Information literacy instruction develops users' skills in finding, evaluating and using information responsibly.

35. A. Currency

Currency concerns how up to date the information is, which matters greatly in fast-changing fields such as health.

36. D. The author's surname and year

APA uses an author-date format, so the in-text citation gives the author's surname and the year of publication.

37. C. Follow-up

The follow-up stage confirms that the patron's need has been met and invites further questions if not.

38. B. A subject encyclopedia

Subject encyclopedias provide signed overview articles, often with bibliographies, ideal for starting research on a topic.

39. A. Handbook

A handbook is a concise compendium of facts, data and procedures for a particular field.

40. D. Yearbook

A yearbook or annual summarizes the events and developments of one specific year.

41. B. Indicative abstract

An indicative abstract tells what the document covers but does not report its results or conclusions.

42. D. Informative abstract

An informative abstract presents the main findings and conclusions and can substitute for the document for some readers.

43. D. Critical abstract

A critical abstract adds the abstractor's evaluation of the work in addition to describing its content.

44. C. Structured abstract

A structured abstract organizes its content under fixed labeled headings, a format common in health sciences.

45. A. Keyword in context index

A KWIC index rotates titles so each keyword appears in alphabetical order while keeping its context visible.

46. B. Records on malaria lacking the word vaccine

The NOT operator excludes any record containing the second term from the set retrieved by the first.

47. D. 25 percent

Precision is relevant records retrieved divided by total records retrieved, so 10 divided by 40 equals 25 percent.

48. A. 40 percent

Recall is relevant records retrieved divided by all relevant records in the collection, so 20 divided by 50 equals 40 percent.

49. C. Recall rises while precision tends to drop

Adding OR terms retrieves more documents, capturing more relevant ones but also more irrelevant ones.

50. C. BT

BT, or broader term, links a descriptor to a more general concept in the hierarchy.

51. D. UF Automobiles

USE points from a non-preferred term to the descriptor, and the descriptor carries the reciprocal UF, or used for.

52. C. RT

RT, or related term, expresses an associative relationship between concepts that are not in a broader-narrower hierarchy.

53. D. Exhaustivity

Exhaustivity is the extent to which an indexer covers all the concepts in a document, including minor ones.

54. B. Specificity

Specificity means using the most precise term that matches the concept discussed, not a broader one.

55. B. Post-coordinate indexing

In post-coordinate systems, concepts are combined by the searcher at retrieval time rather than by the indexer.

56. D. Pre-coordinate indexing

Pre-coordinate indexing combines concepts into headings at the time of indexing, before any search takes place.

57. B. Citation index

A citation index links documents through their references, allowing forward searching from an older paper to newer citing works.

58. B. Locators

Locators are the references, usually page numbers, that point from an index entry to the text.

59. D. Stop list

A stop list contains words with little retrieval value that are excluded from automatic indexing.

60. C. Truncation

Truncation uses a symbol to retrieve all words beginning with the same stem.

61. A. Collection development policy

A collection development policy guides selection, deselection and challenge handling consistently across the collection.

62. D. Approval plan

An approval plan supplies profile-matched titles on approval, so unsuitable books can be returned.

63. C. Standing order

A standing order instructs a supplier to send each new volume or edition of a continuing title as it appears.

64. B. Firm order

A firm order is placed for a specific, identified title selected by the library.

65. C. Accept them under the gift policy, keeping disposal rights

A sound gift policy lets the library accept donations while reserving the right to add, redistribute or discard items.

66. A. Superseded

MUSTIE stands for misleading, ugly, superseded, trivial, irrelevant and elsewhere available; superseded means replaced by a newer edition or source.

67. D. Withdraw it and acquire a current edition

Outdated health information can mislead users, so superseded editions should be weeded and replaced with current ones.

68. B. A journal that reviews new academic titles

Review journals help librarians judge which titles to select, while order files, invoices and registers document acquisition.

69. C. Accession register

The accession register lists items in order of acquisition with their accession numbers and acquisition details.

70. B. Follow the formal reconsideration procedure

A written reconsideration procedure ensures challenges are reviewed fairly and consistently, protecting intellectual freedom.

71. D. Send a claim to the vendor or publisher

Claiming notifies the supplier of a missing issue so it can be replaced while copies are still available.

72. A. Consolidated ordering and billing with discounts

Jobbers simplify acquisitions by handling many publishers through one account, often with discounts.

73. D. Perpetual access rights

A perpetual access clause preserves the library's right to use content it paid for even after the subscription ends.

74. C. Consortial purchasing

Consortia leverage combined buying power to obtain better licensing terms than each library could alone.

75. A. Demand-driven acquisition

Demand-driven or patron-driven acquisition triggers purchases based on actual user activity.

76. C. List checking

List checking is a collection-centered method that measures holdings against authoritative bibliographies or lists.

77. A. Comprehensive level

The comprehensive level is the highest collecting intensity, aiming for exhaustive coverage of a defined field.

78. C. Encumbrance

An encumbrance commits funds for an outstanding order so they are not spent twice before payment is made.

79. C. Green open access

Green open access refers to self-archiving a version of the work in a repository, separate from the publisher's platform.

80. A. Authority

Authority concerns the expertise and credibility of those responsible for producing the work.

81. A. Budgeting

POSDCORB stands for planning, organizing, staffing, directing, coordinating, reporting and budgeting.

82. C. The library is a growing organism

The fifth law recognizes that collections, users and staff grow, so libraries must plan for expansion.

83. B. Decline, since borrower records are confidential

Library ethics and data privacy principles require that patron circulation records be kept confidential.

84. C. Threat

Threats are external factors that could harm the organization, whereas weaknesses are internal shortcomings.

85. A. Zero-based budgeting

Zero-based budgeting starts each cycle from zero, requiring justification of every activity and cost.

86. A. Esteem

Esteem needs include recognition, status and respect from others.

87. A. Hygiene factor

Hygiene factors such as salary and working conditions prevent dissatisfaction but do not by themselves motivate.

88. C. Theory X

McGregor's Theory X assumes workers are inherently lazy and need close supervision, unlike Theory Y.

89. A. Span of control

Span of control is the number of subordinates who report directly to one supervisor.

90. D. Unity of command

Unity of command holds that each employee should receive orders from only one superior.

91. D. Mission statement

The mission states why the library exists and whom it serves, while the vision describes its desired future.

92. B. Critical path method

The critical path method identifies the chain of tasks that sets the minimum project duration.

93. A. Job description

A job description defines what a position does and to whom it reports.

94. C. Ultimate accountability for the result

Authority can be delegated, but the manager remains ultimately accountable for the outcome.

95. B. Keep relative humidity moderate and stable

Mold thrives in high humidity, so stable, moderate relative humidity with good air circulation is the key control.

96. C. Freeze the wet books to stabilize them

Freezing halts mold growth and further damage, buying time until the books can be dried properly.

97. B. Benchmarking

Benchmarking measures performance against leading organizations to identify improvements.

98. C. Special library

Special libraries serve the specific information needs of a parent organization such as a firm or agency.

99. B. Students show improved research skills

Outcome measures assess the change in users resulting from a service, while outputs count activities or use.

100. C. Market segmentation

Market segmentation divides users into groups with similar needs so services can be tailored to each.

101. B. Serials control

The serials module manages subscriptions, issue prediction, check-in and claiming.

102. D. Koha

Koha is an open-source ILS; DSpace is repository software, Zotero a citation manager and Moodle a learning management system.

103. A. Institutional repository

An institutional repository collects, preserves and disseminates an institution's digital scholarly output.

104. A. Z39.50

Z39.50 is a client-server protocol for searching and retrieving information from remote bibliographic databases.

105. B. OAI-PMH

The Open Archives Initiative Protocol for Metadata Harvesting lets services harvest metadata from repositories.

106. A. Dublin Core

The Dublin Core Metadata Element Set consists of fifteen core elements for describing resources.

107. B. Several items read without line of sight

RFID readers detect tags by radio signal, so multiple items can be checked or inventoried at once without direct alignment.

108. A. Web-scale discovery service

Discovery services search a pre-built central index, unlike federated search, which queries each source in real time.

109. C. OpenURL link resolver

A link resolver uses OpenURL citation data to route users to appropriate copies available through library subscriptions.

110. A. Proxy server

A proxy server authenticates users and relays their requests so that vendors see an authorized campus IP address.

111. B. Three copies, two media, one offsite

The 3-2-1 rule calls for three copies of data on two different media, with one copy kept offsite.

112. D. Uncompressed TIFF

Uncompressed TIFF retains full image data without lossy compression, making it a common choice for archival masters.

113. A. Optical character recognition

OCR analyzes images of text and converts them into editable, searchable characters.

114. B. Digital Object Identifier

A DOI is a persistent identifier that resolves to the current location of the digital object.

115. D. BIBFRAME

BIBFRAME is the Library of Congress framework for expressing bibliographic data as linked data.

116. B. Report it and avoid clicking the link

This is a typical phishing attempt; it should be reported and the link avoided to protect credentials.

117. C. A unique borrower identification number

A primary key must uniquely identify each record, which names and shared attributes cannot guarantee.

118. D. Local area network

A local area network links devices within a limited area such as one building or campus.

119. D. Software as a Service

In SaaS, the vendor hosts and maintains the application, and users access it over the internet.

120. C. Unicode

Unicode encodes characters from virtually all writing systems, unlike seven-bit ASCII.

Topics to review

• Cataloging, classification and metadata

• Reference services and information literacy

• Collection development and preservation

• Library management and information technology

Online question banks and study resources

Librarianship - Pass Harbor (Question bank)

Official PRC board information

Current PRC exam programs

Independent study material prepared by Board Exam Desk.