

1-The actual selection of library materials is rarely performed in ----- units.

1. classification                      2. acquisitions                      3. reference                      4. management

2-The key acquisitions record is the -----.

1. purchase order                      2. bibliographic order  
3. standing order                      4. temporal order

3-In a small library it is easy to understand the scope of the activities, since they are usually part of the tasks of a single individual. "Since" means-----.

1. so                      2. although                      3. because                      4. whether

4-A(n) ----- is a list of, and an index to, a collection of books and/or other materials.

1. bibliography                      2. index                      3. call number                      4. catalog

5-In order to grasp the rules for the choice of entry, an understanding of the meaning of the term -----is essential.

1. author                      2. subject                      3. title                      4. bibliography

6-Cooperative cataloging is a widely accepted practice in-----.

1. authorship                      2. librarianship                      3. management                      4. university

7-Iranian names of the pre-Islamic period were quite -----.

1. difficult                      2. odd                      3. simple                      4. complex

8-From 1926 onwards, names ----- a family name and a given name.

1. include of                      2. combine of                      3. consist of                      4. contain of

9-In 1961 , one of the most important events in the evolution of cataloging codes took place . "took place" means-----.

1. found                      2. received                      3. happened                      4. sent

10----- has been considered the most fundamental activity of the human mind.

1. automation                      2. classification                      3. acquisition                      4. recording

11-"LCC" stands for "Library of ----- Classification".

1. Congress                      2. Country                      3. College                      4. Community

12-Literature can be divided by language, form, or period, each characteristic is called a -----.

1. code                      2. facet                      3. variety                      4. feature



13-The term ----- means that when a certain topic reappears in the scheme it is represented by same symbol.

1. mnemonics                      2. synonym                      3. classification                      4. cataloging

14-The Melvil Dewey was the founder of the system which was named after .....

1. his                      2. him                      3. he                      4. her

15-In fact, both the DDC and the LCC, the major systems in use, are classification by -----.

1. subject                      2. type                      3. discipline                      4. author

16-In the new classification scheme, Dewey introduced two features: relative location and relative -----.

1. index                      2. plan                      3. notation                      4. number

17-In most libraries many indexes are now available through a computer , and some homes access encyclopedia via a personal computer. "via" means-----.

1. in                      2. over                      3. for                      4. through

18-If an index is used to locate primary sources, the index itself is a -----source.

1. primary                      2. tertiary                      3. secondary                      4. valuable

19-The first broad class or form of reference sources is the -----.

1. encyclopedia                      2. bibliography                      3. biography                      4. dictionary

20-Relevancy is a major goal of every reference librarian, it does offer numerous lessons applicable to librarians. "Numerous" means-----.

1. many                      2. few                      3. appropriate                      4. valuable

21-The library should design service points ----- the needs of all users.

1. to get                      2. to meet                      3. to study                      4. to inform

22-A library is a(n) ----- institution charged with the function of preserving and disseminating human culture.

1. economic                      2. national                      3. social                      4. political

23-Management is usually used synonymously with -----in current literature.

1. education                      2. operation                      3. orientation                      4. administration

24-One of the main duties of a chief librarian is to plan. "Duty" means-----.

1. task                      2. job                      3. entertainment                      4. business

25- Iranian names of the pre-Islamic period consisted of one or occasionally two .....

1. sounds                      2. elements                      3. letters                      4. books

26- The beginning manager needs to start by testing his or her own personal ----- and weaknesses.

1. authorities                      2. powers                      3. influences                      4. strengths

27- The term ABE has been interpreted to cover not only literacy and numeracy skills ----- those embraced by the phrase "social and life skills".

1. although                      2. because                      3. but also                      4. in addition to

28- The ----- should be directly related to the text, both in content and their physical location.

1. typographies                      2. illustrations                      3. elements                      4. covers

29- Material identified in the main collections as suitable for use by ABE students should be listed as a (n) ----- to the staff.

1. reference                      2. encyclopedia                      3. aid                      4. tool

30- A distinction needs to be made between the acquisition of reading and of writing skills.

"Distinction" means-----.

1. selection                      2. separation                      3. definition                      4. statement