

**National Institute of Open Schooling**  
**Senior Secondary Course: Library and Information Science**  
**Lesson 10: processing of library material classification cataloguing Reference Services**  
**Worksheet-10**

1. Do you think that it is necessary to organize the library material in systematic way. How important is technical support in that case?
2. Why do we need to do technical processing of material, what are the factors responsible for it?
3. What qualities a good notation should have and why are these qualities important for classification?
4. What is the use of creating an address for an item in the library? How does this help in filing a document?
5. How many types of library classification are there? Which one is mostly used in India and why?
6. As a tool for locating documents in a library, what are the uses of a library catalogue?
7. List the bibliographic description for library material as per IFLA?
8. Visit website of NIOS or any other library, go to library page and find out the total number of books in one subject e.g. History or education or any other?
9. What will happen to the arrangement of books if we are not putting book number on the books?
10. Have you used DDC or CC in any library find out 10 main difference in the two classificatory schemes, which one do you find in your opinion is good for your library?