

CENTRAL MISSISSIPPI REGIONAL LIBRARY SYSTEM
Public Libraries of Rankin, Scott, Simpson, and Smith Counties

LIBRARY SKILL TEST
8/98

NAME _____

DATE _____

LIBRARY _____

POSITION APPLIED FOR:

On the following pages are three sections to this basic library skills test. All para-professional candidates desirous of employment with CMRLS should pass this test. There are 50 questions. Each question is worth (2) points. You will be allowed one (1) hour to take this test. In the event that you finish the test before the one hour, you may turn your test in to the staff member giving the test and leave the room.

PLEASE PLACE ALL OF YOUR ANSWERS ON THE ANSWER SHEET PROVIDE.

NAME _____

ANSWER SHEET FOR LIBRARY SKILLS TEST

I. DEWEY

1. _____
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15. _____

II. BIOGRAPHY

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15. _____

III. ALPHABETICAL FILING

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I. Dewey Decimal Classification

Non-fiction books are assigned a Dewey Decimal classification number before they are put on library shelves. They range in categories from 000-999. Books are shelved from the smallest number to the largest. Call numbers containing decimal points are read from smallest to largest also. (For example, 555.5 is smaller than 555.6) If a book has the same call number, they are shelved in alphabetical order by author. Authors are denoted in the second line of the call number with a Cutter number that is assigned to that author. (For example, a Cutter number beginning with A is shelved before one beginning with D.) In addition, Cutter numbers beginning with the same letter are then shelved numerically. (Example, A351 shelved before A352.)

Place the Dewey Decimal call numbers in order as they should appear on the shelf. Each number has a corresponding letter; place this letter in the blank spaces provided beginning with the smallest Dewey Decimal number on line 1.

Remember to use the answer sheet provided.

Dewey Decimal Classification:

- | | |
|----------------------|--------------------|
| A. 616.994 L657 c | I. 301.01 S322m |
| B. 575.01 D613 m | J. 746.31 W177m |
| C. 301.11 G 335a | K. 222.01 F33a |
| D. 808.0666 F855b | L. 100.98 H567b |
| E. 616.994 L666c | M. 001.12 L777d |
| F. 301.1 B535i | N. 506.39 C129c |
| G. 616.994 L629y | O. 401.35 J126h |
| H. 301.155 B96L | |

II. Biographies

Biographies are shelved differently from other non-fiction books. They are filed alphabetically by the last name of the person about whom they are written. (For example, all books about Lincoln will be filed together.) In our collection, biographies had a BIO to indicate they are biographies.

Biographies are interfiled alphabetically by the subject's last name, then the first name, and then the author's name. On the answer sheet provided, under III. Biographies, place the letter of the biography in order as it would appear on the shelf.

| | <u>Call Number</u> | <u>Author</u> | <u>Title</u> |
|----|--------------------|---------------|--|
| A. | BIO Poe | Sinclair | Edgar Allan Poe |
| B. | BIO Wayne | Wayne | John Wayne, American |
| C. | BIO Wattleton | Wattleton | Life on the line: Faye Wattleton |
| D. | BIO Adams | Akers | Abigail Adams |
| E. | BIO Adams | Tehan | Henry Adams in Love |
| F. | BIO Wayne | Shepherd | Duke, the Life and Times of John Wayne |
| G. | BIO Clinton | Mann | Clinton and government |
| H. | BIO Dean | Spoto | Rebel: the life and legend of James Dean |
| I. | BIO Adams | Withey | Abigail Adams |
| J. | BIO Jones | Carter | George Jones: I live to tell it all |
| K. | BIO Harper | Wilson | Kiki Harper, dreamgirl |
| L. | BIO Regan | DuMaurier | The Winding Stair; Nancy Regan |
| M. | BIO Wayne | Stacy | Duke, a Love Story |
| N. | BIO Presley | Presley | Elvis and Me |
| O. | BIO Poe | Symons | The Tell-Tale Heart |

III. Alphabetical Filing of Library Cards

The following names are from applications for library cards. We file these applications in alphabetical order by the last name. Each name has a corresponding letter. Place the letter on the answer sheet provided under IV. Alphabetical Filing of Library Cards, arranging these names in order as they should appear in the file. They should be filed in ascending order with A first. In library filing, Mc is always filed as Mac.

- A. Jessica L. Anderson
- B. Eric Williams
- C. David Greene
- D. Paul Williamson
- E. Andrea Mallory
- F. Andrew McAdory
- G. Murray Robison
- H. Anna Greenfield
- I. Kenya Shultz
- J. LaToya Johnson
- K. Bryan Charles Andersen
- L. Susan Maas
- M. Kalisha Johnson
- N. Lynnette Robinson
- O. Edward Schultz
- P. Walter Green
- Q. Hannah Schwartzfeld
- R. Virginia Maclean
- S. Frank Johnston
- T. Lynda Robinson