

**نام درس: متون اختصاصی انگلیسی (۲)**

**رشته تحصیلی - گرایش: کتابداری (کارشناسی)**

کے درس: ۱۲۱۲۱۵۵

تعداد سوال: ۳۰ نسبی — تکمیلی — تشریحی —

زمان امتحان: تستی و تکمیلی ۵۰ نوبت تشریحی -- نوبت

تعداد کل صفحات: ۴

**\* استفاده از فرهنگ لغات مجاز نیست.**

**Directions:** *choose the best choice and mark it on your answer sheet.*

1. Acquiring library materials is normally done by a unit known as acquisitions which is located in the technical processing area of a library. “Located” means .....
  - a. received
  - b. placed
  - c. described
  - d. consisted
2. The key acquisitions record is the ..... order.
  - a. sell
  - b. search
  - c. report
  - d. purchase
3. It is still advisable to ..... correspondence that establishes working agreements for the life of these agreements.
  - a. keep
  - b. forget
  - c. change
  - d. destroy
4. The ..... should be acknowledged in writing and the quantity of titles given should be listed.
  - a. price
  - b. selection
  - c. gift
  - d. quantity
5. Each library provided its own ..... in the most suitable way for its purposes.
  - a. catalog
  - b. index
  - c. bibliography
  - d. collection
6. The computer can quickly sort catalog entries into any desired order. “Sort” should mean .....
  - a. cut
  - b. consist
  - c. arrange
  - d. serve
7. In order to grasp the choice of entry, an understanding of the term “author” is essential. “Author” means .....
  - a. writer
  - b. reader
  - c. publisher
  - d. cutter
8. Iranian names of the pre-Islamic period were quite simple. “Pre” in the *pre-Islamic* means .....
  - a. until
  - b. till
  - c. after
  - d. before
9. The autobiographical name of a man of this period may include a number of titles, “Auto-” in the word *autobiographical* means .....
  - a. life
  - b. self
  - c. write
  - d. common

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رشته تحصیلی-گرایش: کتابداری (کارشناسی)

کد درس: ۱۲۱۲۱۵۵

تعداد سؤال: نسی ۳۰ تکمیلی -- تشریحی --

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10. The complexity of the names is not caused only by the fact that they consist of numerous elements. "Numerous" means ..... .  
 a. none                      b. two                      c. many                      d. one
11. In 1961, one of the most important events in the evolution of cataloging codes took place. "Took place" means ..... .  
 a. sent                      b. received                      c. found                      d. happened
12. .... is the act of organizing the universe of knowledge into some systematic order.  
 a. classification                      b. preparation  
 c. definition                      d. arrangement
13. Literature can be divided by language, form, or period. Each characteristic is called a(n) ..... .  
 a. size                      b. collection                      c. facet                      d. enumerative
14. Prior to Dewey, books in libraries were numbered according to their locations on the shelves. "Prior" means ..... .  
 a. after                      b. before                      c. when                      d. later
15. The division of main classes and subclasses in DDC and LCC is based on academic ..... or field of study rather than subject.  
 a. size                      b. colour                      c. volume                      d. discipline
16. In the DDC ..... was divided into nine basic classes.  
 a. knowledge                      b. shelf  
 c. class                      d. index
17. The ..... book is well known to most library patrons, and the dictionary and the encyclopedia are found in many homes.  
 a. service                      b. collection                      c. reference                      d. source
18. Ultimately the best working basic collection is the one which serves the individual librarian and audience. "One" refers to ..... .  
 a. library                      b. librarian                      c. audience                      d. collection

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19. A journal article is usually a ..... source if it represents original thinking or a report on a discovery.
- a. bad                      b. primary                      c. secondary                      d. tertiary
20. The neat distinction between primary and secondary sources is not always apparent. The word "distinction" means ..... .
- a. selection                      b. statement                      c. definition                      d. separation
21. The first broad class or form of reference sources is the ..... .
- a. bibliography                      b. collection
- c. books                      d. source
22. .... is a major goal of every reference librarian, it does offer numerous lessons applicable to librarians.
- a. information                      b. relevancy
- c. service                      d. personnel
23. The library should design service points to ..... the needs of all users.
- a. meet                      b. forget                      c. change                      d. ignore
24. Another special feature of libraries is their service and educational orientation. The word "feature" means ..... .
- a. ways                      b. characteristic                      c. type                      d. pattern
25. Management is usually used synonymously with ..... in current literature.
- a. conversation                      b. consideration
- c. administration                      d. education
26. According to Evans, administrators establish fundamental patterns of operation and goals for an organization. The word "fundamental" means ..... .
- a. basic                      b. broad                      c. small                      d. formal
27. One of the main duties of a chief librarian is to ..... .
- a. collect                      b. change                      c. meet                      d. plan

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28. A chief librarian should himself guide and participate in the formulation of a budget. The word "participate" means .....

- a. take out                      b. look for                      c. take art                      d. look up

29. A ..... is a social institution charged with the function of preserving and disseminating human culture and civilization contained in books.

- a. Theatre                      b. library                      c. museum                      d. university

30. The illustrations should be directly related to the text both in ..... and their physical location.

- a. kind                      b. pattern                      c. shape                      d. content