**All India Institute of Speech and Hearing, Mysuru**

**Practical Skill Test for the Post of Library and Information Assistant**

# Marks: 50 Duration: 2 hours

**(Note: There are 12 questions. For question nos. 1 to 4, write your answers in the sheet provided. For the remaining questions, save the screenshots of your answers in softcopy as instructed against each question, in the folder named after you on the computer desktop)**

1. Note down the class numbers of the following two documents according to the Dewey Decimal Classification (DDC) and enter the class numbers with the titles of the books in the answer sheet provided.

(*1 mark*)

* 1. Comprehensive Handbook of Pediatric Audiology

## Speech and Language Impairments in Children

1. Note down the following information of your computer in the answer sheet provided
2. Windows edition (b) Processor (c) Installed Memory (RAM) (d) System Type

(e) Computer Name (f) Hard disc size

1. *mark*)
2. Create an MS Excel file from the data in the MS Word file, ‘**Data**’ provided in the folder named after you on the computer desktop and save the file in csv format in the name ‘**Question3**’. Multiply the figures in the two columns by creating a formula. Using the data, create a bar chart and save the chart in image format in the same folder with the name ‘**Question3’**

(1*marks*)

1. Install the ‘**EndNote Click**’ browser extension for the Google Chrome. Then, remove it from Chrome. Take screen shots of the steps involved in the installation and deletion process and paste onto an MS Word file named ‘Question6’. Save the file in the folder named after you on the desktop of the computer.
2. *marks*)
3. Access the journal article following the link provided in the MS Word document titled ‘**Question5**’ available in the folder named after you, fill the required bibliographic information and save the file.

(1 Marks)

1. From your computer, remotely connect to the system bearing IP address: 192.168.102.42 (User id: administrator Password: aiishlib@123). Take a screenshot of the connected system and paste in an MS Word file named ‘Question 6’ and save the file in the folder named after you.
2. Marks)
3. Open COMDISDOME Database (<https://pubmed.ncbi.nlm.nih.gov/>). Using Advance Search option, search for the articles published by the authors affiliated to the All India Institute of Speech and Hearing and download the retrieved records in MS Excel format and save the file in the name ‘Question 7’ in the folder named after you.
4. Marks)
5. Catalogue the given two books using Koha ILMS (Enter the author, title & publisher of the books)

Koha URL: http://192.168.102.47:8080

User Id: libadmin Password: Aiish@123

Take a screenshot of your data entry and paste in an MS Word file named ‘Question 8’ and save the file in the folder named after you.

(3 Marks)

9)

1. Create a **community** in **your name** in the DSPACE Institutional Repository, and under the community, create a **collection** with the name **Speech.** Upload the document with the name **IR** provided in the folder named after you on the desktop of the computer.

Dspace URL: http://192.168.102.42:8080/xmlui User Id: [lio@aiishmysore.in](mailto:lio@aiishmysore.in)

Password: Aiish@123

# Take a screenshot of the community and collection you have created and the document uploaded, paste in an MS Word file named ‘**Question 11**’ and save in the folder named after your name on the computer desktop.

(5 Marks)

1. Download and install Windows version of XAMPP
2. Make the following changes in the php file
   * Increase PHP memory limit to 512 MB i.e. memory\_limit = 512
   * Increase File Upload Size in PHP to 5000 i.e. upload\_max\_filesize = 5000

post\_max\_size = 5000

* + Increase PHP maximum execution time i.e. *max\_execution\_time = 8000*

1. Open Mysql and create one database in *your name*

(8 Marks)

# Take a screenshot of the above activities, paste in an MS Word file named ‘**Question 12**’ and save in the folder named after your name on the computer desktop.

1. Generate a report on Koha on "top 10 circulating books"

SELECT count(s.datetime) AS circs, b.title, b.author,

i.ccode

FROM statistics s

JOIN items i ON (i.itemnumber=s.itemnumber)

LEFT JOIN biblio b ON (b.biblionumber=i.biblionumber)

WHERE DATE(s.datetime) > DATE\_SUB(CURRENT\_DATE(),INTERVAL 6 MONTH)

AND DATE(s.datetime)<=CURRENT\_DATE() AND

s.itemnumber IS NOT NULL AND s.type IN ('issue','renew')

GROUP BY b.biblionumber

ORDER BY circs DESC

LIMIT 10

1. Install Teamviewer or Any desk and transfer files remotely to your desk from the below given remote system IDs of Teamviewer/Any desk
2. In Dspace which command is used to index full text content

<https://wiki.lyrasis.org/display/DSDOC4x/Mediafilters+for+Transforming+DSpace+Content>

1. Generate the graph for given below data in excel
2. Insert the video into the powerpoint