

**All India Institute of Speech and Hearing, Mysuru**  
**Practical Skill Test for the Post of Library and Information Assistant**  
**August 2022**

**Marks:50**

**Duration: 2 hours**

**Important Note**

- a. *There are 10 questions.*
- b. *There is a folder in your computer with your 'Roll Number' as its name. You have to save all your files only in that folder.*
- c. *There is one Microsoft Word file for each question. You have to use the corresponding word file for recording your answers for each question.*
- d. *Read and follow the instructions in the question carefully.*

- 1) Remotely connect to the system bearing **IP address, 192.168.100.26** (*User id: administrator Password: aiishlib@123*) from your computer.

Take a screenshot of the connected system and paste it in the Microsoft Word file with the file name, '**Question 1**', in the folder.

*(2 marks)*

- 2) Open the **COMDISDOME** Database from <https://www.aiish.ac.in> accessible under the link **Databases**. Search articles published by the authors affiliated to the *All India Institute of Speech and Hearing, Mysuru*. Download the retrieved records in the format that can be directly imported to **Mendeley** Reference Management System. Take the screenshot of the downloaded file and paste it in the Microsoft Word file with the file name '**Question2**' in the folder.

*(3 marks)*

- 3) Catalogue the two books given to you using **Koha ILMS**

Koha URL: **http://192.168.100.27:8080**

User Id: **libadmin**

Password: **Aiish@123**

Take a screenshot of the **MARC** view of your data entry and paste it in the Microsoft Word file with the file name '**Question 3**' in the folder.

*(4 marks)*

- 4) Use the repository whose credentials are given below. Create a *community* in the name of your **Roll Number** in the repository. Under the community, create a *collection* with the name '**Audiology**'. Add the pdf file 'NSH' stored in your folder to the collection.

Repository URL: <http://192.168.100.26:8080/xmlui>

User Id: [lio@aiishmysore.in](mailto:lio@aiishmysore.in)

Password: Aiish@123

Take the screenshot of the above activity and paste it in the Microsoft Word file with the name '**Question 4**' in the folder. (4 marks)

- 5) Install in your computer any one of the remote login tools: TeamViewer, AnyDesk, or Ammy. Perform the following task:

Transfer the file named after your Roll Number from a remote computer and save the file in the folder. The credentials required for remote transfer are displayed on the screen.

Take the screenshots of the steps involved in the above processes and paste them in the Microsoft Word file with the file name, '**Question 5**' in the folder.

(5 marks)

- 6) Prepare a reference list in APA 7<sup>th</sup> edition format for the two books given to you, in the Microsoft Word file with the file name '**Question 6**' in the folder.

(5 marks)

- 7) Assume that DSpace digital library software is installed in your computer with the path **C:\Dspace**. Write the complete **command line statements** in the Microsoft Word file with the file name '**Question 7**' to carry out the following tasks.

Special Note: **Do not execute the commands in the computer**

- a) Media filtering to extract full text from documents and to create thumbnails
- b) Display the DSpace version

(5 marks)

- 8) Create a Microsoft **Excel** file from the data provided in the Microsoft Word file, '**Question 8**' in the folder. Multiply the figures in the two columns by creating a formula. Using the data in three columns, create a bar chart and save the chart in image format in the same folder with the file name '**Question 8**'. Convert the Microsoft Excel work sheet into a **CSV** text file and save it as **Question 8**'.

*(5 marks)*

- 9) Generate a report on Koha ILMS of AIISH as instructed in the **Microsoft Word** file '**Question 9**' in the folder. Take a screenshot of the output and save it in the same file.

Koha URL: <http://192.168.100.27:8080>

UserId: libadmin

Password: Aiish@123

*(7 marks)*

- 10) Update the AIISH Library and Information Centre web Portal at <https://www.aiish.ac.in> by adding the below link of BLISc syllabus to the **Syllabus** portion of the portal. The link must be named after your Roll Number.

<http://203.129.241.86/question%20papers/Syllabus/BLISc.pdf>

**Note: The portal is developed on the Koha ILMS.**

Koha admin: <http://192.168.100.27:8080>,

Id: libadmin

password: Aiish@123

Take the screenshots of the steps involved in the above processes and save them in the Microsoft Word file with the file name '**Question 10**' in the folder.

*(10 marks)*