

LAW LIBRARY ASSISTANT EXAMINATION

SAMPLE QUESTIONS

The questions shown below are for illustrative purposes only. They are examples of the different question types and formats that candidates may encounter on the multiple-choice examination. Questions that appear on the actual examination vary in difficulty and may be easier or more difficult than the questions illustrated below.

Written Communication

Format A

The questions in this section should be answered by selecting the best option which conforms to the rules of standard English grammar, usage, punctuation and sentence structure, and/or spelling.

SAMPLE QUESTION:

The teachers were instructed that their _____ plans would be evaluated by the _____.

- A. lesson principle
- B. lessen principal
- C. lesson principal
- D. lessen principle

The correct answer to the Sample Question is C.

Choice A is not correct. A lesson is a piece of instruction and principle generally means rule or code of conduct. Although lesson would be used correctly to fill in the first blank, principle would not be used correctly for the second blank.

Choice B is not correct. Lessen means to decrease. Principal is a person in a leading position. Lessen would not be used correctly to fill in the first blank although principal would be used correctly for the second blank.

Choice C is the correct answer. This option contains both the words lesson and principal and reflects the correct usage of those words for filling in both blanks and completing the given sentence.

Choice D is not correct. This option contains both the words lessen and principle which reflects the incorrect usage of those words given the context of the given sentence.

Written Communication

Format B

The questions in this section should be answered by selecting, from the choices below, the sequence that most effectively organizes the sentences in a coherent and logical paragraph.

SAMPLE QUESTION:

1. Many cases are now being tried with six jurors rather than the usual 12.
2. America is firmly committed to the concept of trial by jury.
3. Yet every year the outcry against the present jury system is mounting.
4. Critics say that too much time is spent in jury selection and too many prospective jurors are called but do not serve.
5. Fortunately, a way has been found to cut some expenses and speed up civil cases without eliminating jury trials.

- A. 2-3-4-5-1
- B. 2-3-5-1-4
- C. 4-5-3-2-1
- D. 4-5-2-3-1

The correct answer to the Sample Question is A.

Choice A is the correct answer because this sentence order is complete, grammatically correct, and organized.

Choice B is not correct because sentence 1 is a concluding statement and should be at the end after the arguments have been presented.

Choice C is not correct because sentence 2 is the introductory statement and should lead into the arguments.

Choice D is not correct because the paragraph should begin with sentence 2.

Written Communication

Format C

Applicants are presented with several sentences and must select the option that most effectively conveys the information (meaning) presented in the given sentences.

SAMPLE QUESTION:

William Green failed to observe the stop sign. His failure to observe the stop sign caused a car accident.

Which one of the following best presents the information above?

- A. William Green failed to observe the stop sign that caused a car accident.
- B. The stop sign, which William Green failed to observe, caused a car accident.
- C. William Green's failure to observe the stop sign caused a car accident.
- D. William Green who failed to observe the stop sign, was in a car accident.

The correct answer to this Sample Question is C.

Choice A is not correct. Choice A conveys the incorrect impression that the stop sign caused a car accident.

Choice B is not correct. Choice B conveys the incorrect impression that the stop sign caused a car accident.

Choice C is the correct answer. Choice C best presents the original information. William Green failed to observe the stop sign and this failure caused a car accident.

Choice D is not correct. Choice D states that William Green was in a car accident. The original information states that William Green caused a car accident; it does not state that William Green was in a car accident.

Library Record Keeping

The following sample table represents annual legal reference subscriptions for the New York State Courts. This information may not reflect any actual expenditures and is presented for illustrative purposes only. The tables provided to you should be used to answer all of the questions in this section.

SAMPLE TABLE - ANNUAL LEGAL REFERENCE SUBSCRIPTIONS

PUBLISHER	LOCATION	TITLE	Current Qty	PRICE/UNIT	EXTENDED PRICE
LEXIS	Albany County Law Library	NY Criminal Practice	3	\$520.00	\$1560.00
WEST	Albany County Family Court	NYS Deskbook	4	\$389.00	\$1556.00
LEXIS	Broome County Law Library	NY Damages Awards	1	\$920.00	\$920.00
LEXIS	Broome County Supreme Court	NY Suppression Manual	1	\$1250.00	\$1250.00
LEXIS	Essex County Law Library	NY Mortgage Liens	3	\$275.00	\$825.00
WEST	Essex County Law Library	NYS Formbook	2	\$750.00	\$1500.00
LEXIS	Ulster County Surrogate's Court	NY Civil Practice-SCPA	1	\$1100.00	\$1100.00
LEXIS	Ulster County Surrogate's Court	NY Suppression Manual	1	\$1250.00	\$1250.00
LEXIS	Rensselaer County Law Library	NY Lien Priorities	4	\$566.00	\$2264.00
LEXIS	Erie County Surrogate's Court	NY Civil Practice-EPTL	3	\$345.00	\$1035.00
LEXIS	Erie County Surrogate's Court	NY Civil Practice-SCPA	2	\$440.00	\$880.00
WEST	Wayne County Law Library	Prosecutorial Misconduct	4	\$180.00	\$720.00
LEXIS	Wayne County Law Library	Medical Malpractice in NY	2	\$825.00	\$1650.00
LEXIS	Wayne County Law Library	NY Mechanics Liens	1	\$208.00	\$208.00

SAMPLE QUESTION:

Which of the following counties spent the most amount on subscriptions?

- A. Albany
- B. Essex
- C. Rensselaer
- D. Wayne

The correct answer to this Sample Question is A.

Choice A is correct. Albany County spent \$3116.00.

Choice B is not correct. Essex County spent \$2325.00.

Choice C is not correct. Rensselaer County spent \$2264.00.

Choice D is not correct. Wayne County spent \$2578.00.

Library Record Keeping

SAMPLE QUESTION:

Which of the following titles in the table have been ordered by a library or libraries but not by any Supreme, Family or Surrogate's Courts?

- A. *NY Suppression Manual*
- B. *Medical Malpractice in New York*
- C. *NYS Deskbook*
- D. *NY Civil Practice-EPTL*

*The correct answer to this Sample Question is **B**.*

Choice A is not correct. *NY Suppression Manual* has only been ordered by Supreme and Surrogate Courts.

Choice B is the correct answer. *Medical Malpractice in New York* has only been ordered by libraries.

Choice C is not correct. *NYS Deskbook* has only been ordered by Family Court.

Choice D is not correct. *NY Civil Practice-EPTL* has only been ordered by Surrogate's Court.

Using Bibliographic Records & Knowledge of Library Technical Services

These questions assess applicants' knowledge of the content, layout and use of standard bibliographic records and library holdings. The questions will be based on images of bibliographic records and pages of a book that will be presented to you.

SAMPLE QUESTION: Bibliographic Record

Personal Author:	Tippins, Timothy M., 1949-
Title:	New York matrimonial law and practice / by Timothy M. Tippins
Publication info:	[St. Paul, MN] : Thomson West, c2004-
Physical description:	3 v. (loose-leaf) : ill. ; 27cm.
General Note:	Previously published (1986-2003) by Callaghan.
General Note:	Includes index.
Subject term:	Matrimonial actions--New York (State)
Subject term:	Marriage law--New York (State)
Subject term:	Equitable distribution of marital property--New York (State)

According to the above record, the current publisher for this title is:

- A. Thomson West
- B. Callaghan
- C. New York (State)
- D. Timothy M. Tippins

The correct answer to this Sample Question is A.

Choice A is the correct answer. The "Publication info" field is where the current publisher information is found.

Choice B is not correct. Callaghan is a previous publisher, not the current one.

Choice C is not correct. "New York (State)" is a subject term.

Choice D is not correct. Timothy M. Tippins is the author, not publisher.

Bibliographic Records

These questions refer to images of pages in a book, which are presented below.

SAMPLE BOOK PAGES:

NEW YORK LAW SERIES

**New York
Law of
Condos and
Co-ops**

Tenth Edition

by

George M. Washington

of the New York Bar

2010

LAWYER TIMES PUBLISHING

Buffalo, New York 14202

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By
Lawyer Times Publishing,
A division of Good Times Legal Publishing Inc.

This publication was created to provide you with accurate and authoritative information concerning the subject matter covered; however* this publication was not necessarily prepared by persons licensed to practice law in a particular jurisdiction. The publisher is not engaged in rendering legal or other professional advice and this publication is not a substitute for the advice of an attorney. If you require legal or other expert advice, you should seek the services of a competent attorney or other professional.

ISBN 867-5-3098-67530-9

Library of Congress Catalog Card Number 10-711320

Bibliographic Records

SAMPLE QUESTION:

The two preceding pages are a title page and copyright page from a book. Use the title page and copyright page shown to answer the following question.

Which of the following statements are true regarding the title page and copyright page shown above?

- A. The title page and copyright page provide bibliographic information.
- B. The title page and copyright page include the copyright date.
- C. The title page and copyright page indicate there is a previous edition of this publication.
- D. All of the above

The correct answer to this Sample Question is D. All of the information is contained in the title page and copyright page.

Bibliographic Records

SAMPLE QUESTION: Bibliographic Record

Personal Author: [Tippins, Timothy M., 1949-](#)
Title: [New York matrimonial law and practice / by Timothy M. Tippins](#)
Publication info: [St. Paul, MN] : Thomson West, c2004-
Physical description: 3 v. (loose-leaf) : ill. ; 27cm.
General Note: Previously published (1986-2003) by Callaghan.
General Note: Includes index.
Subject term: [Matrimonial actions--New York \(State\)](#)
Subject term: [Marriage law--New York \(State\)](#)
Subject term: [Equitable distribution of marital property--New York \(State\)](#)

How many subject headings are listed in the above record?

- A. One
- B. Two
- C. Three
- D. There are no subject headings in the record

The correct answer to this Sample Question is C. The “Subject term” field is where the subject headings are contained and there are three.

Choice A is not correct. The “Subject term” field is where the subject headings are found and there is more than one subject heading.

Choice B is not correct. The “Subject term” field is where the subject headings are found and there are more than two headings.

Choice D is not correct. There are subject headings listed.

Bibliographic Records

SAMPLE QUESTION:

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Personal Author: Tippins, Timothy M., 1949-
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Subject term: Matrimonial actions--New York (State)
Subject term: Marriage law--New York (State)
Subject term: Equitable distribution of marital property--New York (State)

The name of the missing field in the above record is?

- A. Physical description
- B. Bibliographic description
- C. Edition info
- D. Technical info

The correct answer to this Sample Question is A.

Choice A is correct. The Physical Description field includes information on the material's format, size, illustrations and other physical characteristics.

Choice B is not correct. The field includes the material's physical description (**3 v. (loose-leaf) : ill. ; 27cm.**), not bibliographic information.

Choice C is not correct. The field includes the material's physical description (**3 v. (loose-leaf) : ill. ; 27cm.**), not edition information.

Choice D is not correct. The field includes the material's physical description (**3 v. (loose-leaf) : ill. ; 27cm.**), not technical information.

Knowledge of Legal Reference Materials & Online Searching

These questions are designed to assess applicants' knowledge of legal reference materials and online searching. Applicants should select the option that most accurately answers the given question.

SAMPLE QUESTION:

The following question is based on the citation below:

Gates v. Monaco, 74 AD3d 247, 248 NYS3d 250 (2d Dept. 2015).

In the above citation the number 248 is:

- A. The volume in the New York Supplement, Third series in which the case is located
- B. The index number used by the 2d Dept.
- C. The page in the New York Supplement, Third series on which the case begins.
- D. The chapter in the New York Supplement, Third series where the case annotations begin.

The correct answer to the Sample Question is A, because cases are always cited in this format:

Vol. No.	Reporter Name	Page on which the case begins
248	NYS3d (abbr. for New York Supplement, Third series)	250

SAMPLE QUESTION:

In New York, proposed state agency rules appear first in:

- A. New York Law Journal
- B. Official Compilation of New York State Rules and Regulations
- C. Daily Digest
- D. State Register

The correct answer to this Sample Question is D. The State Register is the only one in which proposed state agency rules appear first in New York.

Knowledge of Legal Terminology

The following multiple-choice questions assess applicants' knowledge of legal terminology and should be answered by selecting the alternative that answers the given questions.

SAMPLE QUESTION:

A judge's order that a person do or refrain from doing a certain act is known as a(n):

- A. writ
- B. indictment
- C. injunction
- D. memorandum

The correct answer to this Sample Question is C.

Choice A is not correct. A writ is defined as an order issued by a legal authority with administrative or judicial powers, typically a court.

Choice B is not correct. An indictment formally charges a person with a criminal offense.

Choice C is the correct answer. An injunction is defined as a court order requiring a person to do or cease doing a specific action.

Choice D is not correct. A memorandum is an informal record, in the form of a brief written note or outline, of a particular legal transaction or document for the purpose of aiding the parties in remembering particular points or for future reference.

Quality Service Orientation

These questions assess applicants' ability to respond to situations Law Library Assistants may encounter when interacting with the public, court staff and/or other court users.

SAMPLE QUESTION:

You are working as a Law Library Assistant and helping a patron check out a book. While you are entering the information, the patron becomes upset at the amount of time you are taking and demands that you hurry up. In this situation, which of the following should you do first?

- A. Ask the patron to return at a later time when he is not in a rush.
- B. Explain to the patron the need to be accurate and do your best to complete his transaction.
- C. Tell the patron not to make rude remarks or you will refuse to check out his book.
- D. Call court security to ensure your safety while you check out his book.

The correct answer to this Sample Question is B. The first course of action is to inform the patron of the need to have accurate information in checking out a book.