

LAW LIBRARY CLERK 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.

Knowledge of Basic Library Terminology and Practices

These questions assess applicants' knowledge of standard library procedures and terminology. To answer these questions, you must select the option that best answers the question.

SAMPLE QUESTION:

Brief summaries of the law and facts of cases are called:

- A. advance sheets
- B. affidavits
- C. annotations
- D. records & briefs

The correct answer to this Sample Question is C.

Choice A is not correct. Advance sheets are pamphlets containing opinions of federal courts or state courts of a particular region.

Choice B is not correct. Affidavits are written statements confirmed by oath for use as evidence in court.

Choice C is the correct answer. Annotations serve as brief summaries of the law and the facts of cases and demonstrate how a particular law enacted by Congress or a state legislature is interpreted and applied.

Choice D is not correct. A record is the official report of the proceedings in a case, including the filed papers, a verbatim transcript of the trial and tangible exhibits. A brief is a written statement setting out the legal contentions of a party in litigation; a document prepared by counsel as the basis for arguing a case, consisting of legal and factual arguments and the authorities in support of them.

Library Name and Number Checking

These questions consist of three sets of information. To answer the questions, you must compare the information in each of the three sets and then select one of the following choices below that best describes the set.

- Choice A: if **all three sets** are exactly alike.
Choice B: if **only the first and third sets** are exactly alike.
Choice C: if **only the first and second sets** are exactly alike.
Choice D: if **none of the sets** are exactly alike.

SAMPLE QUESTION:

Guardianship and law
Jeffrey Stewart
New York, NY 2012
KF553 .S73 2012

Guardianship and law
Jeffrey Steward
New York, NY 2012
KF553 .S73 2012

Guardianship and law
Jeffrey Stewart
New York, NY 2012
KF553 .S73 2012

The correct answer to this Sample Question is B. In the second line of the second set “Stewart” is spelled with a “d”, as in “Steward”. The first and third sets are exactly alike.

Written Communication

Format A

These questions 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

These questions 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

These questions should be answered by selecting 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.

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 correct. *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

These questions assess applicants' knowledge of the content, layout and use of standard bibliographic records and library holdings. The questions are based on images of bibliographic records and pages of a book that is 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.

Using Bibliographic Records

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

NEW YORK LAW SERIES

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

Tenth Edition

by

George M. Washington

of the New York Bar

2010

LAWYERS TIMES PUBLISHING

Buffalo, New York 14202

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By
Lawyers 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

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 statement(s) 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.

Quality Service Orientation

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

SAMPLE QUESTION:

You are working as a Law Library Clerk 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.