



# **GRETSA UNIVERSITY - THIKA**

## **UNIVERSITY EXAMINATIONS JANUARY – APRIL 2019 SEMESTER**

### **CERTIFICATE IN INFORMATION SCIENCE**

**COURSE CODE: CIIS 008**

**COURSE TITLE: INFORMATION ORGANIZATION**

**DATE: 10 APRIL 2019**

**TIME: 3.00 PM – 5.00 PM**

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#### **INSTRUCTIONS TO CANDIDATES**

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

**CAUTION:** *All exam rooms are under CCTV surveillance during the examination period.*

## **SECTION A: COMPULSORY**

### **Question One**

- a) Explain how the internet can assist information professionals in organizing their records/information resources **[10 marks]**
- b) Explain the various methods used to organize information in the library **[10 marks]**
- c) Explain the advantages of classifying information materials in a library **[10 marks]**
- d) Define the following terms as used in information organization
  - i. Classification **[2 marks]**
  - ii. Cataloguing **[2 marks]**
  - iii. Indexing **[1 mark]**
  - iv. Give two examples of organization that keep records and explain the type of records that they keep **[5 marks]**

## **SECTION B: ANSWER ANY THREE QUESTIONS**

### **Question Two**

- a) Disappearance of vital documents is one of the problems in most information centers. Explain some of the risks that can arise from poor organization of information **[10 marks]**
- b) Outline the key areas that you should consider when conducting staff training and awareness in an information centre **[10 marks]**

### **Question Three**

- a) Identifying the existence of all information packages is one of the activities involved in organization of information. Discuss various activities involved in organization of information **[10 marks]**
- b) Explain the key responsibilities of the person(s)/ staff in charge of organizing information **[10 marks]**

### **Question Four**

- a) Assuming that after graduating you want to establish an information center. Discuss the factors that you will consider in setting up an information centre like a library or a records center **[10 marks]**
- b) Discuss how organization of information assists users in retrieval of important documents in either a library or record centers **[10 marks]**

### **Question Five**

- a) Explain the challenges that a library user can encounter when trying to retrieve information materials **[10 marks]**
- b) One of the functions of a catalogue is to assist users find a book or a document in an information center. Explain the other functions of a catalogue **[10 marks]**