



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY – APRIL 2017 SEMESTER

DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT

COURSE CODE: DILS 012

COURSE TITLE: PRINCIPLES OF INDEXING

DATE: 7 APRIL 2017

TIME: 8.00 AM – 11.00 AM

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. Define indexing and abstracting. (5mks)
- B. Indexing and abstracting services are offered to achieve particular goals in an organization. Identify the nature and goals of indexing and abstracting in a research organization of your choice. (15mks)
- C. Indexing and abstracting excise is a logical process. List and explain the steps in abstracting and indexing. (15mks)
- D. Identify and briefly explain any two indexing languages. (5mks)

SECTION B

QUESTION TWO

- A. Briefly state the impact of computers and the internet on the growth of indexing and abstracting services (10mks)
- B. A lot of advantages can be drawn from automated indexing systems. Discuss **five** of these advantages in detail (10mks)

QUESTION THREE

- A. Identify and briefly discuss **five** qualities of a good abstract? (10mks)
- B. Indexes are example of tools used to organize literature of particular disciplines, thereby making a significant contribution to communication and information flow among users who could be scientists and researchers. Briefly discuss the relationship between indexing and classification of information resources (10mks)

QUESTION FOUR

- A. Suppose you have been asked to produce an abstract of a research project for presentation at a research conference, discuss five factors that you would consider before producing the abstract. (10mks)
- B. Differentiate between bibliographic and non-bibliographic databases (5mks)
- C. Briefly discuss two indexing and abstracting services (5mks)

QUESTION FIVE

- A. What are the functions of indexers in content Analysis and translation of documents? (10mks)
- B. Explain the concept of Exhaustivity and Specificity in relation to indexing. (10mks)