GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS
JANUARY – APRIL 2021 SEMESTER

CERTIFICATE IN INFORMATION SCIENCE

COURSE CODE: CIIS 012

COURSE TITLE: PRACTICES OF INFORMATION ORGANIZATION

DATE: **TIME:**

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

Assuming you have been offered a job at the newly established Kongoni Community Library as a Library Assistant. Your first task is to operationalize the community library.

a) Why would it be necessary to set up a library accession register   [**5 marks**]

b) What type of catalogue would you adopt for use in the library and why?   [**15marks**]

c) What type of classification scheme would you adopt and why?   [**10 marks**]

d) Explain the functions of a catalogue in the library.   [**10 marks**

SECTION B: ANSWER ANY THREE QUESTIONS

Question Two

a) Online Catalogue (OPAC) is the most current form of catalogue. What are some of the disadvantages associated with this form of catalogue?   [**10 marks**]

b) Discuss Some of the challenges library users experience when trying to retrieve books from the library shelves   [**10 marks**]

c)

Question three

a) Describe the catalogue access points a library user can use to search the catalogue

    [**15 marks**]

b) What is ISBN and why is it necessary?   [**5 marks**]

Question Four

Using the AACR2 Sears list of subject headings, and following the second level of description, prepare main catalogue entries with the necessary notes and tracings for a dictionary catalogue for books whose titles and other relevant details are given below

    [**20 marks**]

TITLE PAGE

Applied Operating System Concept

Peter Glvin and Alvi Herts,

2009

John Wiley & Sons

New York. Oxford. Nairobi

OTHER DETAILS

This book is International Standard Book Number 0-13-259011-5 and it measures 21.5 centimeters in height and 11.2 centimeters in width. It has 838 pages in total and the preliminary pages marked in roman Numerals are Twelve. It has a bibliography covering pages 806-820 and index covering pages 821 -838

Question five

Using the AACR2, the library of Congress subject headings and following the second level of description, prepare main catalogue entries with the necessary notes and tracings for a divided dictionary catalogue for the books whose titles and other relevant details are given below   20 marks]

TITLE PAGE

Discovering Computers

by

Gary B. Shelly

Third Edition

CENGAGE Learning

Toronto . London.

OTHER DETAILS

This book is twelve centimeters in height and twenty centimeters in width. Its ISBN 9780495806813. Its preliminary pages are fourteen numbered i-xxiv and text pages are numbered 1-799. The book's probable date of publication is 2013. It is illustrated and some to the illustrations are in colour