



GRETSA UNIVERSITY - THIKA

**UNIVERSITY EXAMINATIONS
JANUARY – APRIL 2020 SEMESTER**

**DIPLOMA IN RECORDS AND INFORMATION
MANAGEMENT**

COURSE CODE: DIRM 012

COURSE TITLE: PRINCIPLES OF INDEXING

DATE: 07 MAY 2021

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) Explain the meaning of the following terms as they are used in information indexing.
- a. Information organization and retrieval [3 Marks]
 - b. Indexing [2 Marks]
 - c. Abstract and Thesaurus construction [3 Marks]
 - d. Citation index [2 Marks]
- b) With respect to retrieval of information, highlight the steps involved in the indexing process [10 Marks]
- c) List and Explain five qualities of a good indexing language [10 Marks]
- d) Enumerate Five types of indexes that can be generated in an information center [10 Marks]

SECTION B: ANSWER ANY THREE QUESTIONS

QUESTION TWO

- a) Assuming you have established a new registry in your organization. Explain why you need to prepare indexes of available records [10 Marks]
- b) Name and explain five advantages of computerized indexing [10 Marks]

QUESTION THREE

- a) What are the demerits of citation indexes [10 Marks]
- b) As an indexer, explain your roles in the process of indexing information materials [10 Marks]

QUESTION FOUR

- a) Briefly Describe the procedure for automatic abstracting [10 Marks]
- b) Differentiate between informative and indicative abstracts [10 Marks]

QUESTION FIVE

- a) Discuss the steps followed in constructing a thesaurus [10 Marks]
- b) Explain the reasons for updating a thesaurus [10 Marks]

QUESTION SIX

- a) Describe the information retrieval procedure that is applicable in a registry [14 Marks]
- b) Describe the three types of Indexing languages [6 Marks]