



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS MAY-AUGUST 2023 SEMESTER

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT

COURSE CODE: DILS 013

**COURSE TITLE: INTRODUCTION TO INFORMATION
LITERACY**

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

- a) The Library Department has invited students to register for upcoming Information Literacy workshop. Your colleague wonders why she should join the class yet she won't be examined. What is she likely to gain if she chooses to attend the workshop? **[10 marks]**
- b) Information literacy is about learning skills to understand and navigate the information world we encounter on daily basis. Discuss **five** areas you are likely to apply information literacy skills as an information literate person **[10 marks]**
- c) Describe the basic differences between a primary source and a secondary source of information **[10 marks]**
- d) Discuss the relevance of copyright laws in information use **[10 marks]**

SECTION B: ANSWER ANY THREE QUESTIONS

Question Two

You have completed your assignment and need to write a reference at the end for the information sources you have cited in your assignment. Assuming you have cited the following works:

- a) A book authored by Bruce Christine titled "The seven faces of information literacy." Published by Oxford University Press in the year 2020
- b) A journal article by Peter Anafo, and Christopher Filson. Titled "Promoting information literacy among undergraduate students of Ashesi University College." Published by International Journal of Information Science

Reference the above works in APA style of referencing

[20

c)

Question three

- a) What are **two** things you want to look for when determining if an author is an authority on a particular subject? [5 marks]
- b) What are **two** things you want to look for when determining if an item is comprehensive in its coverage of a subject or topic? [5marks]
- c) What are **two** things that should be considered when determining the currency of an item? [5 marks]
- d) What are **two** things you want to look for when determining if an author is biased or not? [5 marks]

Question Four

- a) Briefly describe the information life cycle [10 marks]
- b) Discuss **two** information access tools [10 marks]

Question five

- a) Demonstrate how one can skilfully use Boolean search operators to effectively retrieve the relevant information [10 marks]
- b) Discuss **Five** challenges experienced in the process of acquiring relevant information for personal or academic use [10 marks]

Question six

- a) Suppose you have been selected to make a presentation to the University management on why you need cleaning services at the hostels. Discuss **Five** presentation tools you would consider for your presentation. [15 marks]
- b) Which tool would you choose for your presentation and why? [5 marks]