



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS MAY - AUGUST 2018 SEMESTER

CERTIFICATE IN INFORMATION SCIENCE

COURSE CODE: CIIS 015

COURSE TITLE: INFORMATION ORGANIZATION

DATE: 8 AUGUST 2018

TIME: 11.30 AM – 2.30 PM

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) Assuming you have been employed in your county and given the mandate to train other staff on organization of information. Explain the key areas that you will include in your training. **[10 marks]**
- b) Explain the various methods used to organize information **[10 marks]**
- c) Explain the advantages of classifying documents in an organization **[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 registries. 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) Explain the factors that you should consider in coming up with a records management programme to ensure that information materials are well organized **[10 marks]**
- b) Explain the key responsibilities of the person(s)/ staff in charge of organization of 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]**

Question six

- 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 how the internet can assist information professionals in organizing their records/information resources **[10 marks]**