



UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF CERTIFICATE IN INFORMATION TECHNOLOGY

FIRST SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)

CLIS 104 INFOR. PROCESSING AND RETRIVAL; CATALOGUING

STREAM: Y1 S1

TIME: 2 HOURS

DAY: WEDNESDAY 12.00 – 2.00 PM

DATE: 29.11.2023

INSTRUCTIONS

- 1. Do not write anything on this question paper.***
- 2. Answer Question ONE [Compulsory] and any other TWO Questions***

Question One

- Give the meaning of the term Cataloguing (2mks)
- Explain any Three functions of a catalogue (9mks)
- A college library recently automated its cataloguing operations. Explain Three advantages of this system to the library (6mks)
- Highlight Five types of catalogue entries (5mks)
- Give the procedure for descriptive cataloguing (8mks)

Question Two

- Discuss FIVE problems that are encountered in filing catalogue cards in an information centre (10mks)
- Highlight the functions of cataloguing codes (10mks)

Question Three

- a) Discuss six areas of a catalogue entry (12mks)
- b) Highlight the purposes of subject cataloguing (2mks)

Question Four

- a) Explain SIX features of a good physical form of a library catalogue (12mks)
- b) Forms of library catalogue can be grouped into categories. Explain the forms of a catalogue (8mks)

Question Five

- a) Explain Five objectives of AACR2 as established during the 1974 (10mks)
- b) Highlight the functions of cataloguing codes (10mks)