

DIPLOMA IN LIBRARY & INFORMATION SCIENCE (Y1 S1)
DLIS 0112: INFORMATION PROCESSING - CATALOGUING 1

Instructions:

Answer Question **ONE** and any **OTHER TWO** questions

1. (a) Explain the following terms as used in organization of information materials:
(i) Item (ii) Subject (iii) Title proper (iv) Document (v) Access point (2 marks each)
(b) Discuss the various information retrieval tools used in retrieving information in archival centers. (14 marks)
(c) Highlight the role of a computer in cataloguing of information materials. (6 marks)

2. (a) List the main sources of information for the cataloguer when cataloguing information materials in academic libraries. (6 marks)
(b) The card catalogue is the commonly used physical form in making catalogue card entries in most academic libraries. Explain? (14 marks)

3. (a) With appropriate examples, examine the information found in a catalogue card entry. (14 marks)
(b) What is the importance of filing catalogue card entries in academic libraries? (6 marks)

4. (a) Examine the roles and responsibilities of cataloguers in academic libraries. (10 marks)
(b) Highlight the functions of a catalogue in an information center. (10 marks)

5. (a) List the challenges faced by cataloguers when filing catalogue card entries. (8 marks)
(b) Explain the factors considered before deciding on which level of description to adopt in academic libraries. (12 marks)