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**University Examinations 2016/2017**

SECOND YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE OF

BACHELOR OF SCIENCE IN INFORMATION SCIENCE

**CIS 3200: CLASSIFICATION OF INFORMATION**

**DATE: DECEMBER 2016 TIME: 2 HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two***questions.

**QUESTION ONE (30 MARKS)**

1. Briefly discuss the following terms used in classification of information: (10 marks)
2. Subject headings
3. Cutter numbers
4. Accident
5. Call numbers
6. Notation
7. Explain FIVE major purposes for classifying materials in a library/information center

(10 marks)

1. Discuss five types of retrieval tools and show how they are used for the benefit of users in libraries/information centers (10 marks)

**QUESTION TWO (20 MARKS)**

1. You have been employed as an information manager for your organization. Discuss the criteria you would adopt in selecting a classification scheme for your library/information Centre (10 marks)
2. DDC is one of the most popular classification scheme in the world. Describe some of the reasons that make DDC popular to other classification schemes (10 marks)

**QUESTION THREE (20 MARKS)**

1. Special libraries have special classification schemes. Give reasons as to why special libraries would go for special schemes rather than the general classification schemes (10 marks)
2. Describe FIVE methods by which Library/information Centre materials can be organized

(10 marks)

**QUESTION FOUR (20 MARKS)**

1. Explain the functions of notation in a classification scheme (10 marks)
2. With examples explain the qualities of a good notation (10 marks)

**QUESTION FIVE (20 MARKS)**

1. Define an index (2 marks)
2. State the various types of indexes and their advantages and disadvantages of each (8 marks)
3. Discuss the main principles of library classification (10 marks)