**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**P.O. Box 972-60200 – Meru-Kenya**

**Tel: 020-2069349, 061-2309217. 064-30320 Cell phone: +254 712524293, +254 789151411**

**Fax: 064-30321**

**Website:** [**www.must.ac.ke**](http://www.must.ac.ke) **Email:** **info@must.ac.ke**

**University Examinations 2016/2017**

SECOND YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE OF

BACHELOR OF SCIENCE IN INFORMATION SCIENCE

**CIS 3201: CATALOGING OF INFORMATION**

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

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

**QUESTION ONE (30 MARKS)**

1. Identify TWO elements of a bibliographic control used in information centres (2 marks)
2. Information Retrieval Systems have enhanced efficient and timely storage of information. Examine FIVE components of such a system (8 marks)
3. Distinguish between a Document-retrieval system and a Database retrieval system as applied in information storage and retrieval systems (4 marks)
4. Subject cataloguing is an exercise that involves identification of subject headings for library books. Analyze FOUR purposes of subject cataloguing in libraries (8 marks)
5. Card catalogue has been popular in many academic libraries. Describe FOUR steps a library user should follow while retrieving a book using a card catalogue (8 marks)

**QUESTION TWO (20 MARKS)**

1. List FOUR types of retrieval systems in information systems (4 marks)
2. Examine the AACR II second level of bibliographic description of library catalogues as used in libraries. (8 marks)
3. A librarian would wish to purchase a list of subject headings for his library. Examine FOUR criteria he should use to choose the best list of subject headings (8 marks)

**QUESTION THREE (20 MARKS)**

1. Without a library catalogue libraries would face many challenges in management of their resources. Discuss FOUR functions of a catalogue in libraries (8 marks)
2. Laws of librarianship that have been developed by early professionals have created a firm foundation for the profession. Discuss any FOUR laws of librarianship as envisioned by Ranganathan (8 marks)
3. List any FOUR forms of catalogues used in information centres (4 marks)

**QUESTION FOUR (20 MARKS)**

1. Identify the Paris International Statement of Cataloguing Principles of 2009 (8 marks)
2. Filing cards in a library catalogue is done following specific guidelines to ensure uniformity. Explain any FOUR such guidelines (8 marks)
3. Explain Finding Aids and Registers used in information centrers (4 marks)

**QUESTION FIVE (20 MARKS)**

1. Card catalogues though popular in libraries have many challenges. Evaluate FOUR challenges of using card catalogue in libraries (8 marks)
2. Cataloguing codes assist librarians in descriptive cataloguing. Discuss FOUR rules covered by cataloguing codes (8 marks)
3. Identify TWO steps of subject cataloguing (4 marks)