



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

MAIN EXAMINATION

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AUGUST – DECEMBER 2016 TRIMESTER

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REGULAR PROGRAMME

DLIS 116: ORGANIZATION AND RETRIEVAL OF INFORMATION I

Date: DECEMBER 2016

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and any other TWO Questions

- Q1. a) Outline four functions of a library catalogue. **(6marks)**
b) Describe the four forms of catalogues **(6marks)**
c) Describe three types of catalogues **(4marks)**
d) Explain four benefits of using a machine readable catalogue (MARC) **(6marks)**
d) Explain the importance of subject cataloguing. **(8 marks)**
- Q2. a) Discuss the importance of Descriptive Cataloguing in vast technological era in libraries. **(12marks)**
b) Explain five areas and their relevance useful in the descriptive cataloguing of books and other information resources **(8marks)**
- Q3. a) Explain the use of machine Readable cataloguing showing its relevance in the Cataloguing process **(12marks)**
b) Explain **FOUR** advantages of a book Catalogue used in libraries. **(8marks)**
- Q4. a) Explain the significance of a cataloguing codes and the various parts of good cataloguing code **(12marks)**

- b) Describe four problems which a Librarian may encounter when describing a book for the use in the library **(8marks)**
- Q5. a) Outline the book processing procedure in preparing books for circulation in the cataloguing department **(12marks)**
- b) Outline four responsibilities of the cataloguing department **(8marks)**

END