



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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**MAIN EXAMINATION**

**JANUARY – APRIL 2018 TRIMESTER**

**FACULTY OF SCIENCE**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**REGULAR PROGRAMME**

**LIS 208: INFORMATION PROCESSING AND ORGANIZATION I**

**Date: APRIL 2018**

**Duration: 2 Hours**

**INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions**

- Q1. a) What is your understanding of a library catalogue? **(1 mark)**
- b) Briefly explain any two Ranganathan's laws of library science indicating their relevance for the libraries today in organizing information resources for the users. **(6 marks)**
- c) Identify and explain any four functions of a library catalogue. **(8 marks)**
- d) What is your understanding of the following information tools? **(12 marks)**
- i) Card catalogue
  - ii) Book catalogue
  - iii) COM catalogue
  - iv) On-line Public Access Catalogue (OPAC)
- e) Identify any three principles of classification according to Library of Congress. **(3 marks)**
- Q2. a) Identify at least four items that are considered as library metadata. **(4 marks)**
- b) What is your understanding of descriptive cataloguing? **(2 marks)**

- c) Briefly explain any four characteristics of Resource Description and Access (RDA). **(8 marks)**
- d) Briefly explain any three advantages of using MARC standard. **(6 marks)**
- Q3. a) Demonstrate briefly how you would use the concept of chief source of information in descriptive cataloguing as required by AACR2 (Anglo-American cataloguing rules, 2<sup>nd</sup> edition). **(6 marks)**
- b) Identify eight areas that have to be considered when describing a reading material using AACR2. **(8 marks)**
- c) Identify at least six types of library materials which are identified in AACR2 **(6 marks)**
- Q4. a) What is your understanding of the term non-book materials **(1 mark)**
- b) Identify four types of non-book materials **(4 marks)**
- c) Briefly explain five problems associated with cataloguing non-book materials **(10marks)**
- d) Identify three components of MARC record structure **(3 marks)**
- e) Provide a full wording of the following MARC format acronyms: **(2 marks)**
- i) ISBD:  
ii) ISBN:  
iii) LCC:  
iv) LCSH:
- Q5. a) Identify five advantages of non-book materials **(5 marks)**
- b) Identify five disadvantages/constraints of non-book materials **(5marks)**
- c) Explain briefly the following concepts in a library environment **(6 marks)**
- i) Close access system  
ii) Open access system
- d) Identify four MARC formats **(4 marks)**

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