



# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS  
2018/2019 ACADEMIC YEAR  
SECOND YEAR SECOND SEMESTER**

**SCHOOL OF SCIENCE AND INFORMATION  
SCIENCES  
UNIVERSITY EXAMINATIONS FOR THE  
DEGREE OF BACHELOR OF SCIENCE  
(INFORMATION SCIENCES)**

**COURSE CODE: INS 2206  
COURSE TITLE: CATALOGUING 1**

**DATE: 25<sup>TH</sup> APRIL, 2019  
13:00HRS**

**TIME: 11:00 -**

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**INSTRUCTIONS TO CANDIDATES**

ANSWER Question ONE and any other TWO questions.

## **QUESTION ONE (COMPULSORY 30 MARKS)**

a). Define the following concepts as used in cataloguing:

- i.** Library catalogue **(3 Marks)**
- ii.** Microform Catalogue **(3 Marks)**
- iii.** Offline catalogue **(3 Marks)**
- iv.** Classified catalogue **(3 Marks)**
- v.** Dictionary Catalogue **(3 Marks)**
- vi.** Name catalogue **(3 Marks)**

b). Explain two (2) advantages and two (2) disadvantages of a card catalogue **(4 Marks)**

c). Discuss four (4) factors to be considered in the choice of a type of catalogue **(8 Marks)**

## **QUESTION TWO**

a). Discuss six (6) factors you would consider before automating a library catalogue **(12 marks)**

b). Briefly explain any four (4) functions of a modern library catalogue

**(8 marks)**

### **QUESTION THREE**

a). Explain Five (5) access points to a bibliographic tool **(10 Marks)**

b). Explain Five (5) reasons why descriptive cataloging is important

**(10 Marks)**

### **QUESTION FOUR**

a). Discuss five (5) functions of an OPAC in an academic library

**(10 marks)**

b). Briefly explain five problems users will experience in the absence of a library catalogue

**(10 marks)**

**//END**