NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN LIBRARY AND INFORMATION SCIENCE

THEORY AND PRACTICE OF CATALOGUING

IL1209

Second Semester Examination Paper

February 2025

This examination paper consists of **3** pages

Time Allowed:	3 hours
Total Marks:	100
Examiner's Name:	S. Ndinde

INSTRUCTIONS

1. Question 1 in **Section A** is compulsory

2. Answer any Three (3) questions from **Section B**

3. Each question carries 25 marks

4. Importance is attached to accuracy, clarity of expression, and legible handwriting

MARK ALLOCATION

QUESTION	MARKS
1.	25
2.	25
3.	25
4.	25
5.	25
6	25

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Section A Compulsory

Question 1

1.1. Define collocation and differentiation with specific examples **(5 Marks)**

1.2 Define the following access points and authority control terminology developed over the years **(20 Marks)**

1. Authority Control
2. Access point
3. Agent
4. Person
5. Family
6. Corporate Body
7. Conference
8. Authorized access point
9. Collective Agent
10. Heading

11. Authorized heading
12. Name
13. Name-Title added entry
14. Name Authority file
15. Nomen
16. Preferred name
17. Preferred Title for Work
18. RDA Entity
19. Subject Heading
20. Relationship Designators

Section B

Answer any Three (3) questions

1.1 Catalogues are a tool for assuring bibliographic control of a collection of intellectual resources for retrieval. Define a Library catalogue. **(5 Marks)**.

1.2 Bibliographic control includes *Bibliographic Description, Bibliographic Access, Analysis and Classification Points*. These activities are for library materials so they may be effectively organised, retrieved, and used when needed. Explain these activities, giving vivid examples. **(20 Marks)**

2.1 A quote by Charles Cutter (1904) is often called Cutter's Credo. The quote reads: "The convenience of the public is always to be set before the ease of the cataloguer.". In library operations, explain this quote, giving examples. **(10 Marks)**

2.2 List and explain the *five* functions of the Catalogue. **(15 Marks)**

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3. The ISBD (G) lists all the elements required to describe many types of materials found in library collections, assigns an order to the elements within a description, and prescribes punctuation within and between the elements. List any five *Areas of a Bibliographic Description.* **(25 Marks)**

4. "From Cutter to the present day, cataloguing has been at the centre of providing access for users to materials held by institutions". Enunciate the transition and developments from printed lists to online databases that began cataloguing principles from Cutter's legacy up to the current RDA. Give details of conferences and meetings in between. **(25 Marks)**

5. All library activities revolve around the *Five* Laws of Library Science because these are the guiding principles for effective scientific planning of a library. Several guidelines are implied in these Five Laws enunciated by Ranganathan for preparing a practical catalogue. Discuss Ranganathan's five laws in detail and their connection to cataloguing. **(25 Marks)**

6.1 explain the difference between AACR2/RDA and MARC 21 with specific examples. **(5 Marks)**

6.2. A MARC bibliographic record consists of the *Leader, the Directory, and the Variable Fields*. Write short notes giving examples on the MARC Ron Chernow's Grant fields. **(20 marks)**

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