

THE UNIVERSITY OF ZAMBIA  
UNIVERSITY EXAMINATIONS – 1998  
FIRST SEMESTER AND SECOND SEMESTER  
SCHOOL OF LIBRARY STUDIES

1.	LIS	111	-	Information and society I: Theoretical foundations
2.	LIS	231	-	Information processing I cataloguing
3.	LIS	232	-	Information processing II classification
4.	LIS	232	-	Organization of knowledge II classification
5.	LIS	242	-	Information Technology I
6.	LIS	251	-	Collection development
7.	LIS	321	-	Management of information systems and services
8.	LIS	332	-	Indexing and abstracting
9.	LIS	341	-	Information Technology: Applications in Libraries information units
10.	LIS	421	-	Development information Services and systems in Africa I
11.	LIS	461	-	Introduction to Records management
12.	LIS	462	-	Introduction to Archive Administration
13.	LIS	471	-	Documentation
14.	LIS	472	-	Special Libraries and Information centres

**THE UNIVERSITY OF ZAMBIA**  
**UNIVERSITY FIRST SEMESTER EXAMINATIONS - MARCH 1998**  
**LIS 111**

**INFORMATION AND SOCIETY 1: THEORETICAL FOUNDATIONS**

**INSTRUCTIONS: ANSWER ANY FOUR QUESTIONS. ALL QUESTIONS CARRY EQUAL WEIGHT.**

**TIME: 3 HOURS**

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- . "The role of information in the economic sector vis-a viz national development in Zambia has been the same both in the Second and the Third Republics." Discuss.
  - . "By reviewing the structures, organisation capabilities and focus of advanced professional associations such as the ALA, LA, FID etc; professional associations in the Third World such as Zambia Library Association may learn how to revitalise their own." Discuss.
  - . "Management Information Systems must be seen in the context of a decision focus." Review the knowledge requirements of a MIS within the context of the above statement.
  - . What benefits can be derived from the introduction of Information Technology in Libraries and other information centres in Zambia?
  - . Discuss the important issues that you would consider when campaigning for the introduction of public library legislation in Zambia?

**END OF EXAMS**

THE UNIVERSITY OF ZAMBIA

UNIVERSITY DEFERRED/ SUPPLEMENTARY EXAMINATIONS - NOV./ DEC.1999

LIS 231

INFORMATION PROCESSING I - CATALOGUING

TIME : THREE HOURS

ANSWER: SEVEN QUESTIONS, TWO FROM SECTION A AND ALL FROM SECTION B

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SECTION A

Answer TWO questions only. (30 marks)

1. Indicate the basic elements of International Standard Bibliographic Description with layout and punctuation for a monograph.
2. Discuss the problems a cataloguer may face in making headings for corporate bodies.
3. What is a serial? Discuss the features unique to serials cataloguing. Give examples.
4. Write short notes on any FIVE of the following:
  - a) Access point
  - b) Open entry
  - c) Cataloguing-in-Publication(CIP)
  - d) Network
  - e) Hanging indentation
  - f) CD-ROM
  - g) Word by word filing
  - h) COM catalogue

SECTION B(70 marks)

Catalogue fully ALL of the following publications. Give subject headings using the Sears List indicating the edition used.

5. Beauty and the beast / retold by Rosemary Harris / illustrated by Errol Le Cain / Macmillan Children's Books / London.  
v.t.p. First published in Picturemac 1984 by Macmillan Children's Books. A division of Macmillan Publishers Limited London and Basingstoke.  
All 32 pages are unnumbered. Height 18.5cm.  
Cataloguing note: Beauty and the beast is a classic fairy story.

6. Space exploration / Robert M.L.Baker / Herbert C. Corben / Paul Dergarabedian / Manfred Eimer /... Edited by / Donald P. LeGalley / John W. McKee / McGraw-Hill Book Company / New York.../  
v.t.p. New York McGraw-Hill Book Company / 1964  
The publication has twelve pages roman numbered and 467 pages arabic numbered. It has illustrations, diagrams and maps. Height 22.5cm. A volume in the University of California engineering and science extension series.
7. Houghton Mifflin English / grammar / and / composition / Second course / Houghton Mifflin Company. Boston / authors: Ann Cole Brown, Jeffrey Nilson, Fran Weber Shaw, Richard A. Weldon. Editorial advisers: Edwin Newman, Robert Cotton  
Copyright(c) 1984 by Houghton Mifflin Company  
Book has eight pages roman numbered and 568 pages arabic numbered.  
Height 21.5cm. ISBN 0-395-31402-X
8. The Four / Gospels / a new translation / from the Greek / by / E. V. Rieu /  
v.t.p. Penguin Books Ltd., Harmondsworth, Middlesex, England. First published 1952.  
Book has thirtythree pages roman numbered and 245 pages arabic numbered.  
Height 18cm. Series: Penguin classics L32
9. Intercropping / proceedings of the Second Symposium on / Intercropping in Semi-Arid Areas / held at Morogoro, Tanzania, 4-7 August 1980 / Editors: C. L. Keswani and B. J. Ndunguru / University of Dar es Salaam / Tanzania National Scientific Research Council / International Development Research Centre  
v.t.p. (α) 1982 International Development Research Centre Box 8500, Ottawa, Canada K1G 3H9  
Book has 168 pages arabic numbered. There are tables and diagrams.  
Height 22.5cm.  
Cataloguing note: Book deals with cultivation practices in the semi-arid areas of Africa.

END OF EXAMINATION

THE UNIVERSITY OF ZAMBIA

UNIVERSITY SECOND SEMESTER EXAMINATIONS - SEP. 1998

LIS 232

INFORMATION PROCESSING II - CLASSIFICATION

E: THREE HOURS

WER: FOUR Questions. TWO from Section A and TWO from Section B

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SECTION A

ANSWER TWO QUESTIONS (30 marks)

“The whole object of classification...is to create and preserve a subject order of maximum helpfulness to information seekers” (Rita Marcella). Comment.

Describe the procedure you would adopt in assigning a Dewey Decimal Classification number to a document.

Why is it necessary to use references in a dictionary catalogue? Show, with examples, the types of references used.

Write short notes on any FIVE of the following:

- a) Classified catalogue
- b) Post-coordinate indexing
- c) Systematic mnemonics
- d) Instruction notes
- e) Facets
- f) Citation order in belles-lettres
- g) Hierarchy in notation
- h) Auxiliary tables

## SECTION B

ANSWER TWO QUESTIONS (70 marks)

Each question includes FIVE titles

Allocate Class Numbers and Subject Headings to the following titles using Dewey Decimal Classification and Sears List of Subject Headings indicating the edition used in each case. Give ONE class number unless you consider that additional class numbers are needed.

- a) The nationalisation of multi-nationals in peripheral economies. 1978.  
(Classification note: Book deals with international business enterprises in developing countries).
- b) Religion in Africa: experience and expression. 1974.
- c) Lowe, Joyce. The flora of Nigeria: grasses. 1989.
- d) Guide to Louvre Museum  
(Classification note: Art museum in Paris)
- e) Hall, Donald. Writing well. 1988  
(Classification note: Book deals with the art of better writing)
  
- a) Allaby, Michael. Macmillan dictionary of the environment. 1985.
- b) Social development in Africa: strategies, policies, and programmes after the Lagos Plan. 1991.
- c) Darnell, James E. Molecular cell biology. 1990.
- d) Future directions for Indian irrigation: research and policy issues. 1991.
- e) Longman, John. English skills. 1985.  
(Book deals with English rhetoric)
  
- a) Primary child care: a guide for the community leader, manager and teacher. 1979.  
(Classification note: Book deals with child health services in developing countries)
- b) Transition to democracy in Nigeria(1985-1993). 1993.
- c) Effects of El-Nino weather phenomenon in California. 1998.
- d) Ibitokun, Benedict M. African drama and the Yoruba world-view. 1995.
- e) World-cup football played in France, 1998.

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END OF EXAMINATION

THE UNIVERSITY OF ZAMBIA

UNIVERSITY DEFERRED/SUPPLEMENTARY EXAMINATIONS-OCTOBER,1998

LIS 232

ORGANIZATION OF KNOWLEDGE II- CLASSIFICATION

TIME : THREE HOURS

ANSWER : FOUR QUESTIONS. TWO FROM SECTION A AND TWO FROM SECTION B

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SECTION A

ANSWER TWO QUESTIONS.

1. "Classification has an immense role to play in both the arrangement of books and the context of information retrieval". (Sayers). Comment.
2. Discuss the factors that have made the Dewey Decimal Classification 'the most widely used library classification system in the world'.
3. What factors would you take into consideration when assigning subject headings to documents?
4. Write short notes on any FIVE of the following:
  - (a) Pre-coordinate indexing
  - (b) Relative location
  - (c) Facet analysis
  - (d) S. R. Ranganathan
  - (e) Notation
  - (f) Dictionary catalogue
  - (g) PMEST citation order
  - (h) Standard subdivisions in the D. D. C.

SECTION B

Allocate class numbers and subject headings to the following titles using Dewey Decimal Classification and Sears List of Subject Headings. State the editions used in each case. Give only one class number unless you consider that additional class numbers are needed.

ANSWER TWO QUESTIONS

N.B. Each question includes five titles.

5. (a) Buchanan, Brian. A Glossary of indexing terms. 1976.

- (b) Hernandez, Donald J. Success or failure?: family planning programs in the Third World. 1984.
  - (c) Man: the journal of the Royal Anthropological Institute.
  - (d) Trowbridge, Leslie W. Teaching secondary school science. 1996.
  - (e) King, F. S. Nutrition for developing countries. 1992.
6. (a) What happens when you die? Twentieth century thought on survival after death.
- (b) Van Swanenberg, R. M. A. An economic history of Kenya and Uganda, 1800-1970. 1975.
  - (c) Kenn, Peter B. The international economy. 1994.
  - (d) Brown, R. Francis. Collins contemporary Spanish dictionary: Spanish-English, ingles-espanol. 1970.
  - (e) Williams, Harley. You and your blood pressure. 1971.
7. (a) Hiskett, Mervyn. The development of Islam in West Africa. 1982.
- (b) Post, Ken. Socialism and underdevelopment. 1989.  
(Classification note: Deals with socialism in developing countries)
  - (c) Dictionary of the environmental science. 1990.
  - (d) Clarke, Arthur C. Of time and stars. 1972.  
(Classification note: A collection of science fiction tales of the author)
  - (e) Davis, Anthony. Television, here is the news. 1976.  
(Classification note: Deals with television news programmes.)

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END OF EXAMINATION



UNIVERSITY OF ZAMBIA  
SECOND SEMESTER EXAMINATIONS  
AUGUST/SEPTEMBER 1998

LIS 242

INFORMATION TECHNOLOGY 1

TIME: 3 HOURS

ANSWER: FOUR QUESTIONS: SECTION A AND ANY THREE QUESTIONS IN SECTION B.

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SECTION A (COMPULSORY) (40%)

1. "the underdeveloped nations of the world today are those which came late to the industrial revolution: the underdeveloped nations of the future will be those which came late to the information revolution". - G. Escorcia.

Discuss this statement with particular reference to the challenges of IT to developing countries.

SECTION B (60)

ANSWER ANY THREE QUESTIONS FROM THIS SECTION. ALL QUESTIONS CARRY EQUAL WEIGHT.

2. WRITE SHORT NOTES ON ANY EIGHT OF THE FOLLOWING:
- a) form
  - b). VLSI
  - c). media
  - d). CPU
  - e). Bytes
  - f). Internet
  - g). microforms
  - h). generations of computers
  - i). parallel processing
  - j). realia
3. Discuss the steps you would take when planning for the implementation of a library automation project.
4. What reasons would you advance for collecting non-print media in your library?
5. Discuss, with particular reference to Africa, problems which non-print media pose to libraries.

END OF EXAMINATION

**THE UNIVERSITY OF ZAMBIA**  
**UNIVERSITY FIRST SEMESTER EXAMINATIONS - FEB / MARCH 1998**

**LIS 251**

**COLLECTION DEVELOPMENT**

TIME : THREE HOURS

ANSWER : FOUR QUESTIONS. QUESTION 1 IN SECTION A AND ANY THREE QUESTIONS IN SECTION B

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**SECTION A (Compulsory) 40 marks**

1. Write short notes on any EIGHT of the following:

- a) Accession register
- b) Community forum
- c) Order forms
- d) ISBN
- e) Gifts and exchange
- f) Jobbers
- g) Library cooperation
- h) Fair use
- i) Stock taking
- j) Weeding

**SECTION B (60 marks)**

ANSWER ANY THREE QUESTIONS. ALL QUESTIONS ARE OF EQUAL WEIGHT.

- 2. Discuss the factors you would take into consideration in the selection of library materials for a public library of your choice.
- 3. What problems do audio-visual materials present to libraries in a country like Zambia?
- 4. Discuss the problems and challenges faced by booksellers and librarians with regard to collection development in Anglophone Africa.

P. T. O.

5. What role do trade catalogues and bibliographies play in the selection process of information materials?
6. Discuss the problems of copyright that have been brought about by technological advancement.
7. What are the problems of preservation of library materials in a tropical or sub-tropical environment? How do you propose to overcome them?

END OF EXAMINATION

THE UNIVERSITY OF ZAMBIA  
UNIVERSITY FIRST SEMESTER EXAMINATIONS - MARCH 1998  
LIS 321

MANAGEMENT OF INFORMATION SYSTEMS AND SERVICES

INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER

THREE QUESTIONS

TIME: 3 HOURS

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SECTION A: (40%) COMPULSORY

1. You have just been appointed Director of the Zambia National Library for the Visually Impaired. The library has 15 members of staff; has a collection of over 26,000 braille and other materials including audio equipment which cater for over 30,000 visually impaired people across the country. The library is networked to several centres in the country.

The Library Board has asked you as the new Director to present and defend a proposal for automation of the information services. Present the proposal indicating the challenges that go with the Board's directive.

SECTION B (60%)

1. "Management theories over decades tend to show a trend where one school of thought provides a foundation of ideas on which the subsequent theories are built" Discuss this statement with reference to two such management schools of thought.
2. "Henry Fayols' principles do not reflect the thinking of modern times". Critically examine this statement in light of managing modern libraries and information centres.
3. "In order that the marketing of information products and services is complete, the need to balance the Four Ps proportionally and appropriately is of great significance". Discuss.
4. "Powerful forces operating within a changing environment will bring about significant changes ..... new ideas, techniques and frames of reference will evolve to develop on a new way of management that will serve and survive the society ...." (Terry G.R. and Franklin S.G., 1991). Discuss this assertion with specific reference to the challenges of managing modern libraries or other information units.

END OF EXAMS

**UNIVERSITY OF ZAMBIA**

**UNIVERSITY SECOND SEMESTER EXAMINATIONS, AUGUST/SEPTEMBER,**  
**1998**

**LIS 332**

**INDEXING AND ABSTRACTING**

**TIME:        THREE (3) HOURS**

**ANSWER:    ANY FOUR QUESTIONS. ALL QUESTIONS ARE OF EQUAL WEIGHT**

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1. "The main purpose of indexing and abstracting is to construct representations of information materials in a form suitable for inclusion in some type of database." Discuss.
2. Discuss the differences, similarities and relationship between contents description and document analysis.
3. What is the difference between an indicative and an informative abstract? Under what circumstances would you use either one of them?
4. Discuss the principles of exhaustivity and specificity indicating their optimal locus.
5. What are "free-text languages" and "documentary or controlled languages"? How do they complement each other in information storage and retrieval systems?
6. Discuss the possible ways of constructing a thesaurus for an information storage and retrieval system to be used in Zambia.
7. Write short notes on the following:
  - a) pre-coordinate indexing
  - b) post-coordinate indexing
  - c) medium level indexing
  - d) generic indexing
  - e) relationship of equivalence

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**END OF EXAMINATION**

**THE UNIVERSITY OF ZAMBIA**

**UNIVERSITY FIRST SEMESTER EXAMINATIONS - MARCH 1998**

**LIS 341**

**INFORMATION TECHNOLOGY: APPLICATIONS IN LIBRARIES / INFORMATION UNITS**

**TIME: THREE HOURS**

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**SECTION A**

**COMPULSORY (40%)**

1. "The performance of an information storage and retrieval system can be affected by a number of factors": Discuss these factors, proposing ways of minimizing them.

**SECTION B (60%)**

ANSWER ANY THREE QUESTIONS. ALL QUESTIONS CARRY EQUAL WEIGHT.

2. "The Internet is a peoples' network". Discuss.
3. How have developments in telecommunications technology facilitated the transmission of information?
4. Drawing examples from the Micro CDS/ISTS, discuss the basic steps that you would follow when designing any database.
5. Discuss the differences between single-type value added networks and the multi-type ones. Illustrate your answer with examples.

**END OF EXAMINATION**

THE UNIVERSITY OF ZAMBIA

UNIVERSITY FIRST SEMESTER EXAMINATIONS - MARCH, 1998

LIS 421

DEVELOPMENT INFORMATION SERVICES AND SYSTEMS IN AFRICA I

ANSWER: QUESTION ONE FROM SECTION ONE AND ANY OTHER  
THREE QUESTIONS FROM SECTION TWO. QUESTION ONE  
CARRIES 40 MARKS, THE REST CARRY 20 MARKS EACH.

TIME: THREE HOURS

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SECTION ONE COMPULSORY (40 MARKS)

1. Assume that you are a provincial librarian of the Zambia Library Service based in one of the provinces considered to be predominantly rural. You have been invited to a provincial development meeting where you have been asked to prepare a development plan to be incorporated in the provincial development plan. Your component is supposed to cover development information services. What would be your plan in terms of a system? What would be the functions and justification of your system?

SECTION TWO (20 MARKS EACH)

Answer any three questions. All questions are of equal weight.

2. Discuss the systems approach to information management and the challenges it poses.
3. "Although librarians have shown interest in non print and other audio visual materials, the etymology of their vocation binds them eternally to preservation of the book." Discuss.
4. What have been the successes and failures of Pan African Development Information System (PADIS) in achieving its objectives?
5. Briefly discuss what needs to be done to develop or improve the Zambian National Focal Point for PADIS.
6. Discuss the efforts that have been made to provide for a scientific information service in Zambia.

7. Write short notes on the following:

- a) Systems environment
- b) Functional identity
- c) Systems analysis
- d) Independent information
- e) INFOTERRA

END OF EXAMINATION



THE UNIVERSITY OF ZAMBIA  
UNIVERSITY FIRST SEMESTER EXAMINATIONS - MARCH 1998

LIS 461

INTRODUCTION TO RECORDS MANAGEMENT

TIME: THREE HOURS

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SECTION A

COMPULSORY (40%)

You have been hired by the Directorate of State Enterprises to set up a facility to house records of state enterprises (parastatal organizations) which have been liquidated but whose assets have not yet been disposed of. Discuss the steps you would take to set up such a facility.

SECTION B (60%)

ANSWER ANY THREE QUESTIONS FROM THIS SECTION. ALL QUESTIONS CARRY EQUAL WEIGHT.

1. Information is said to have value. Of what value is information in an organizational setting?
2. "The retention and disposition schedule is the nearest thing to the records management cycle". Discuss.
3. "The onset of newer information technologies (ITs) have rendered the concept of the information cycle obsolete". Discuss.
4. Discuss the relationships among indexing, filing and classification?

END OF EXAMINATION

UNIVERSITY OF ZAMBIA  
SECOND SEMESTER EXAMINATIONS

AUGUST/SEPTEMBER 1998

LIS 462

INTRODUCTION TO ARCHIVES ADMINISTRATION

TIME: THREE HOURS

ANSWER: FOUR QUESTIONS: SECTION A, AND ANY THREE QUESTIONS FROM SECTION B

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SECTION A (COMPULSORY) (40%)

1. "Archives are old pieces of documents which have no bearing on the present and the future. As such, no nation should waste its resources on archives which at best only have ephemeral value". Discuss.

SECTION B (60%)

ANSWER ANY THREE QUESTIONS FROM THIS SECTION. ALL QUESTIONS CARRY EQUAL WEIGHT.

2. "There are fundamental differences between libraries and archival institutions". Discuss.
3. Discuss the problems of organizing trade unions in archives establishments.
4. "Activism has no place in archives administration". Discuss.
5. Write short notes on any five of the following:
- a). provenance
  - b). Archives Nationales des Paris
  - c). finding aids
  - d). National Archives of Zambia
  - e). ARMAZ
  - f). originality and authenticity of archival documents
  - g). American Historical Association

END OF EXAMINATION

THE UNIVERSITY OF ZAMBIA

UNIVERSITY FIRST SEMESTER EXAMINATIONS - MARCH, 1998

LIS 471

DOCUMENTATION

ANSWER: FOUR QUESTIONS. ALL QUESTIONS ARE OF EQUAL WEIGHT

TIME: THREE HOURS

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1. Discuss distortions and the points at which they may occur in the general communication model.
2. "The fact is that technical advances which help to increase productivity and the national wealth rely on innovation and the subsequent employed processes." What challenges does this philosophy pose to documentalists?
3. Show how you would differentiate in both physical and intellectual description of the five major non-textual categories of documents.
4. Discuss the major aspects of the documentary chain with respect to a conventionally published book.
5. Illustrate the main similarities and differences in operations in the channels of information dissemination between libraries, information centres, clearing houses and data centres.
6. "There is a difference between the nature and the material of the various types of documents." Discuss with reference to textual and the various non-textual documents.
7. Explain the various products of contents description with reference to the various types of documents.
8. What are the advantages and disadvantages of standardizing document description?

END OF EXAMINATION

**UNIVERSITY OF ZAMBIA**

**UNIVERSITY SECOND SEMESTER EXAMINATIONS, AUGUST/SEPTEMBER,  
1998**

**LIS 472**

**SPECIAL LIBRARIES AND INFORMATION CENTRES**

**TIME:        THREE (3) HOURS**

**ANSWER:    FOUR QUESTIONS. ALL QUESTIONS ARE OF EQUAL  
WEIGHT**

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1. Assume you have been asked to recommend establishment of an information service for the National Commission for Development Planning (NCDP) in Zambia. NCDP is one of the wings of the Ministry of Finance and Economic Development (MOFED). Of what type would you recommend? Justify your recommendation(s).
  2. Discuss the extent to which the proposed Zambian Library Bill should affect special libraries and information centres.
  3. "Information Technology (IT) will definitely change the definition of special libraries and information centres in Zambia." Discuss.
  4. If you were to suggest a method for organization of information materials in the National Council for Scientific Research, what would be your suggestion and why?
  5. "Special libraries in Zambia have no alternative but to cooperate and form networks." What network would you recommend for health libraries in Zambia? Justify your recommendation.
  6. Discuss the services that differentiate a special library from the other "traditional" libraries.
  7. What are the arguments for and against specialized training for special libraries and information centres personnel in Zambia?

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**END OF EXAMINATION**