

UNIVERSITY OF ZAMBIA LIBRARY

SCHOOL OF LIBRARY STUDIES

FIRST SEMESTER APRIL 2006

1. LIS 101 - Information & Society 1 Theoretical Foundations
2. LIS 201 - Information Processing 1 Cataloguing
3. LIS 301 - Collection Development
4. LIS 321 - Management of Information systems and Services
5. LIS 341 - Information Technology 11 Applications
6. LIS 421 ✓ - Development Information systems & Services in Africa
7. LIS 461 ✓ - Records Management
8. LIS 471 - Documentation

THE UNIVERSITY OF ZAMBIA
^{FIRST}
~~UNIVERSITY SECOND~~ SEMESTER EXAMINATION-DECEMBER 2005

LIS 111

Information and Society I: Theoretical Foundations

Instructions

Time: THREE (3) hours

Answer FOUR (4) questions. All questions carry equal weight.

1. What role did the ancient Romans play in the development of libraries?
2. Identify the major characteristics of the following:
 - a) Valuable information
 - b) Communication chain
3. Discuss the part played by the Muslims in the preservation and communication of knowledge during the middle ages.
4. What are the major functions of public libraries in society?
5. Are libraries relevant tools for the provision of development information in predominantly oral based societies?
6. Discuss TWO of the following topics with sufficient details to show their importance to the development of libraries:
 - a) Paper
 - b) Printing with movable type
 - c) Clay tablets and cuneiform

-End of Examination-

THE UNIVERSITY OF ZAMBIA
UNIVERSITY FIRST SEMESTER EXAMINATION

SEPTEMBER 2006

LIS 231

INFORMATION PROCESSING I: CATALOGUING

INSTRUCTIONS

TIME : THREE (3) HOURS

Answer : EIGHT (8) QUESTIONS. Two questions from A. Section B(Question 4 is compulsory) then answer five (5) Questions from Section C.

SECTION A

(30 MARKS)

Answer TWO questions

1. Write detailed notes on any THREE of the following topics:
 - (a) Collective title
 - (b) Main entry
 - (c) Mixed responsibility
 - (d) Chief source of information
 - (e) Added entries
2. Discuss the circumstances under which the principle of title entry is applicable in cataloguing. Illustrate your answer with examples.
3. Why is a catalogue necessary in the provision of library and information services?

SECTION B

20 MARKS

Question 4 is compulsory.

Catalogue fully the following publication and indicate the added entries.

4. TITLE PAGE

Detention and torture in South Africa
Psychological, legal and historical studies

Don Foster

With contributions by Donald Hugh-Foster, Dennis Davis, and Charles Brutus

Research assistance from Diane Sadler

Illustrations by Joseph Hanlon

James Curry

London

VERSO OF TITLE PAGE

First published 1980 in South Africa and Australia by David Philip, Publisher (Pty) Ltd., 217 Werdmuller Centre, Claremont 7700, South Africa. Published in 1987 in paperback in United Kingdom by James Curry Ltd., 546 Thornhill Square, Islington, London N 11Be.

Published under the South African Freedom series

Copyright 1987 Donald Hugh-Foster and Denis Davies (Chapter 2 and 3)

OTHER INFORMATION

Book has 6 pages Roman numbered.

659 pages in Arabic numerals.

Bibliography from page 645 to 655.

Has an index.

Height 21.4 cm.

SECTION C

50 MARKS

Answer five questions.

Catalogue fully the following publications. Indicate added entries and make cross references where applicable.

5. TITLE PAGE

The complete works of William Shakespeare
Everyman's edition
Edited with an introduction and glossary by Peter Davids
London and Glasgow

VERSO OF TITLE PAGE

First published by Collins in 1980.
Reprinted in 1984, 1988, 1990 and 1994.
Collins classical series, number 10.
Series editor Sam Peters.

OTHER INFORMATION

32 pages Roman numbered
1001 Arabic numerals
Includes a frontispiece of William Shakespeare.
Height 21.4 cm

6. TITLE PAGE

Republic of Zambia
Ministry of Natural Resources and Tourism
Forest Department Bulletin number Five
Fifty common trees of Zambia
Compiled by D. B. Fanshawe
With line drawings by Mrs. Alvin Watkins
Printed by the Government Printer, Lusaka in 1972
Price : 75n

OTHER INFORMATION

3 pages Roman numbered.
1 to 105 pages in Arabic numerals.
24.5 high.

The Ministry of Natural Resources and Tourism used to be called The Department of Lands during the colonial era when Zambia was known as Northern Rhodesia.

7. TITLE PAGE

The Children's Bible
Retold by Anna de Graff
Illustrated by Jose Perez Montero
Scandinavia

VERSO OF TITLE PAGE

Copyright 1991 Scandinavia Publishing House, Copenhagen. Denmark
Text copyright 1990 by Anna de Graff
Illustrations copyright Jose Perez Montero
Conceived, designed and produced by Scandinavia Publishing House

OTHER INFORMATION

10 pages not numbered
655 pages Arabic numbered
Height 22cm
ISBN 87-7247-057-1
Price : K 60, 000.

8. TITLE PAGE

Rule of fear
The life and times of Dingane
King of the Zulu
Peter Becker
Longmans

VERSO OF TITLE PAGE

Longmans, Green and Company
Copyright Peter Becker 1964
First published in 1964.

OTHER INFORMATION

283 pages Roman numbered
Contains photographs and facsimile copies of treaties between European powers
and African chiefs.
25 cm high.

9. TITLE PAGE

Education in rural areas
Report of the Tenth Commonwealth Conference on Education in Rural Areas
Held at The University of Ghana, Legon, Accra, Ghana
24th March to 2nd April 1970

VERSO OF TITLE PAGE

Published by the University of Ghana. 1971.
Distributed by the Colonial Office, London.
Editorial Board Chair : Lord David Little, Secretary to the Colonies

OTHER INFORMATION

11 pages Roman numbered
209 Arabic numbered pages
Tables
24.3 cm high.

10. TITLE PAGE

The Concise AACR2
1988 revision
Prepared by Michael Gorman
Chicago : American Library Association
Ottawa : Canadian Library Association
London : The Library Association
1989

OTHER INFORMATION

ISBN 0-85365-799-8
161 pages
22cm.
Includes an index

END OF EXAMINATION

UNIVERSITY OF ZAMBIA

FIRST SEMESTER FINAL EXAMINATIONS – SEPTEMBER 2006

LIS 251 COLLECTION DEVELOPMENT

INSTRUCTIONS: Answer four (4) questions ^{from} ~~form~~ this paper

Time: 3 hrs

Section A: Compulsory (40 Marks)

1. The Ministry of Women's Affairs has contracted you to come up with a collection of materials for their library. Outline the steps you would take to accomplish the task and justify your approach.

Section B: Answer any three (3) questions. All questions carry equal marks

2. Ranganathan is said to have 'created a more scientific approach to Collection Development.' How realistic are his ideals within the Zambian context? (20 marks)
3. Write short notes on the following:
 - a) American Book Publishing Record
 - b) Social Indicators
 - c) Acquisition
 - d) Printing ~~or~~
 - e) National bibliography. (20 marks)
4. 'The last section of a Collection Development Policy document is termed *Miscellaneous* because it is not that important as compared to the other two sections.' Discuss this statement in relation to the contents of the section. (20 marks)
5. Describe the different types of book publishers and show their value to the library and information world. (20 marks)
6. 'Libraries in Zambia cannot enter into cooperative arrangements because they are poorly funded.' Discuss. (20 marks)

END OF EXAMINATION

The University of Zambia
First Semester Final Examinations, September 2006
LIS 321: Management of Information Systems and Services

Instructions: Answer only **four** questions: All questions carry equal weight
Time: 3 hours

1. It is said that there is no single method of motivating staff in a particular organisation. Infact, there are major factors a manager needs to consider in coming up with a sound motivational system in a particular organisation. Discuss.
2. Discuss the effects of the following leadership styles on managing libraries:
 - a) Autocratic
 - b) Benevolent
 - c) Democratic
 - d) Laissez-faire
 - e)
3. According to Franklin (1991: P 362) “an astute manager must be aware of hindrances to communication and seek to dissolve their influence in the daily operations of the firm”. Discuss how this statement applies to libraries and information centres today.
4. Discuss why library mangers need to follow the established steps in the planning process when coming up with plans in libraries and information centres.
5. Discuss the merits and demerits of using a recruitment agency in employing staff.
6. Why is it important to plan for diffusing resistance from employees who are not ready to accept change taking place in libraries and information Centres.
7. “The question of managing information communication technology (ICT) in modern libraries and information centres requires grounded knowledge, vision, reflection, imagination and foresight” Discuss.

END OF EXAMINATION

THE UNIVERSITY OF ZAMBIA

FIRST SEMESTER EXAMINATIONS – SEPTEMBER 2006

LIS 341

INFORMATION TECHNOLOGY II

TIME: THREE (3) HOURS

INSTRUCTIONS: 1. ANSWER QUESTION 1 (ONE) FROM SECTION (A) AND ANY OTHER THREE QUESTIONS FROM SECTION (B).

2. EACH QUESTION SHOULD BE ANSWERED IN **A SEPARATE ANSWER BOOK**

SECTION A. (Compulsory)

1. “There are always two sides to every innovation”. Discuss this statement in relation to the opportunities and problems of Information Communication Technologies (ICT’s) (40 Marks)

SECTION B. Answer any three (3) questions from this Section
All questions carry equal Marks

2. Complete database definitions as shown below:

A) Field Definition Table (FDT) (12 Marks)

<u>Tag</u>	<u>Name</u>	<u>Type</u>	<u>Rep</u>	<u>Pattern</u>
200	Author			
210	Title			
220	Imprint			
230	Series			
240	Key words			
250	Call Numbers			

B) Data Entry worksheet (DEW) (4 Marks)

C) Field Selection Table (FST) (4 Marks)

3. Define the term “Electronic Office”. Outline and explain the tools which can make an “Electronic Office” function properly (20 Marks)

4 Answer both Parts A and B of this Question

(A) You have designed your Database in WINISIS and entered data. What could be the reason for the following problems?

- (i) On opening the database no data appears (2 marks)
- (ii) Data appears when you open your database, but your search in the Expert of Guided Search modes yields 0 records (4 Marks)
- (iii) Your Data Dictionary has no terms (4 Marks)

4 (B) Explain the purpose served by each of the following features of the WINISIS Menu: (10 Marks)

- (i) Data Entry
- (ii) Change Language
- (iii) Open
- (iv) New
- (v) Inverted File

5. Answer both Parts A and B of this question

(A) Write SHORT NOTES on each of the following concepts and then show how they are related to one another hierarchically: (10 Marks)

- (i) File
- (ii) Database
- (iii) Record
- (iv) Data element
- (v) Field

(B) What are Field Names in dBase and what should you consider when choosing them for your file structure? (10 Marks)

6. (a) What is the Control Center in dBase 5.0 for DOS?

(b) Explain **any four** of the six Panels you see when you are in the Control Center and describe the types of files you can create in each Panel. (20 Marks)

END-OF-EXAMINATION

**UNIVERSITY OF ZAMBIA
FIRST SEMESTER EXAMINATION, SEPTEMBER 2006**

LIS 461: INTRODUCTION TO RECORDS MANAGEMENT

**INSTRUCTIONS: ANSWER FOUR QUESTIONS: SECTION A
(COMPULSORY): SECTION B (ANSWER ANY THREE QUESTIONS)**

TIME: THREE HOURS

SECTION A (COMPULSORY) 40 MARKS

1. You have been requested by the management of a research organization to help them come up with ways of managing all their records. Identify and discuss the system you could put in place that would effectively and efficiently help.

SECTION B (ANSWER ANY THREE) 20 MARKS EACH

1. The University of Zambia academic office has a problem of unauthorized alteration of electronic students' result records. Discuss with justifications the solutions you would offer to reverse the scenario.
2. The Zambia Revenue Authority management has an electronic mail system which enables its staff to create, send, receive, delete and file electronic documents. However, there is a growing concern that documents are simply being wiped out of the system without thought being given to their possible future importance to the organization. Identify and discuss the process that will arrest the situation.
3. The Lusaka City Council management is faced with a problem of staff wasting a lot of time looking for current files and documents. It is often difficult to establish whether these files do actually exist. Identify and discuss the process that would help reverse this scenario.
4. The Zambia National Building Society often just "dumps" their semi-active files in a room where they keep old accessories to vehicles and other inflammable materials. Recently they received a query which required them to retrieve one of the files from this room. It was impossible to do so. Identify and discuss the system you could put in place that would effectively and efficiently help.
5. Write short notes on the following concepts.
 - a. Registry
 - b. Information cycle
 - c. Vital records
 - d. Decision support system (DSS)

END OF EXAMINATION

UNIVERSITY OF ZAMBIA
UNIVERSITY FIRST SEMESTER FINAL EXAMINATIONS, JUNE/ JULY 2006

LIS 471: DOCUMENTATION

ANSWER: Any Four questions. All questions are of equal weight: 25% each.

TIME: Three hours

1. Discuss the communication model indicating areas where the various types of documents are created.
2. "There are differences among the nature, type and material of documents."
 - a. What are these differences?
 - b. How do these differences influence the management of documents?
3. "Technological developments are going to shift the emphasis of the documentary chain." Discuss.
4. "The stuffs that David Livingstone wore are documents." Discuss.
5. Discuss the following:
 - a. The elements and types of standards.
 - b. "Standards cause cultural imperialism."
6. Write short notes on the following:
 - a. Noise
 - b. Silence
 - c. Alphabetic-classed arrangement
 - d. Documentary unit
 - e. Life of a document

END OF EXAMINATIONS

THE UNIVERSITY OF ZAMBIA
SECOND SEMESTER EXAM PAPER 2007
SCHOOL OF LIBRARY

1. LIS 111 - Information and Society I :Theoretical foundation
2. LIS 112 - Informational and Society II :Information Systems and Services African Context
3. LIS 232 - Information Processing II : Classification
4. LIS 242 - Information Technology I Computer Technology and on – Printmedia
5. LIS 322 - Information Sources and services
6. LIS 332 - Indexing and Abstracting
7. LIS 462 - Arteries Administration
8. LIS 472 - Special Libraries
9. LIS 485 - Special Library Resource Centres

THE UNIVERSITY OF ZAMBIA
UNIVERSITY SECOND SEMESTER EXAMINATIONS –February/March 2007

**INFORMATION AND SOCIETY II: INFORMATION SYSTEMS AND
SERVICES
LIS 112**

Instructions

Answer **THREE (3)** questions Question 1 in Section A is Compulsory. Answer
 TWO questions from Section B.
 Each question should be answered in a **separate** answer book.

Time : **THREE (3) HOURS**

Section A (Compulsory)

40 marks

1. You have just been appointed as a field Director of an organization, known as J.J Walu and T. Bwali, which specializes in the provision of information services in rural areas. The organization has been commissioned to provide information on HIV/AIDS to the people of Siampondo. What strategies would you put in place to market the services of the organization to this particular community?

Section B

60 marks

Answer any two (2) questions from this section.

All questions carry equal weight.

2. Discuss the major constraints affecting the development of the publishing industry in developing countries.
3. The Chifham and the Mwachina public libraries are considering entering into a cooperative scheme so as to serve their users more effectively and efficiently. However, they fear that library cooperation may bring more harm than good. Discuss.
4. Discuss the role that the Zambia Library Association can play in making sure that the information profession is recognized in Zambia.
5. What in your opinion, are the major constraints affecting the development of library and information services education in developing countries, and what steps would you propose to address these problems?

END OF EXAMINATION

THE UNIVERSITY OF ZAMBIA
UNIVERSITY SECOND SEMESTER EXAMINATION
FEBRUARY / MARCH 2007

INFORMATION PROCESSING II : CLASSIFICATION
LIS 232

INSTRUCTIONS

Answer : THREE (3) QUESTIONS. Question One is compulsory.
Answer two (2) questions from Section B.
Answer question one in a separate answer book.

TIME : THREE (3) HOURS

SECTION A (COMPULSORY)

40 marks

1. Evaluate the two major tools used in assigning subject headings to information resources.
-

SECTION B

60 marks

Answer any two questions. All questions carry equal weight.

2. "Classification provides a system for organizing a universe of items, be they concepts or records". Comment on this assertion.
3. Write short notes on the following:-
 - a. Geographical sub division
 - b. Literary warrant
 - c. Cataloguing bulletin services
 - d. Chronological sub division
 - e. USE reference
4. Discuss the factors that have made the DDC the most widely used bibliographic classification system in the world.
5. Describe and evaluate the Library of Congress classification scheme with special reference to its main characteristics and its usefulness as a classification tool.

END OF EXAMINATION

The University of Zambia
Second Semester Final Examinations, February 2007
LIS 242: Information Technology I

Instructions: Answer only **four** questions: Question one (Compulsory) and **any** three from section two. Each question should have its own answer booklet.

Time: 3 hours

SECTION ONE (Compulsory)

1. Write brief notes on eight of the following terms (**40 marks**)
 - a. USB.
 - b. ENIAC.
 - c. Metropolitan Area Network.
 - d. CPU memory
 - e. EPROM
 - f. Client/Server Model
 - g. JANET
 - h. Telnet
 - i. WWW
 - j. TCP/IP

SECTION TWO

Answer Any Three (3)

2. Discuss why library managers need to have knowledge of the operating systems. (**20 marks**)
3. The development of open source software and hardware has brought a lot of benefits to libraries in Zambia. Discuss (**20 marks**)
4. Discuss the Internet culture and its effect on society. (20 marks)
5. What impact have ICTs had on the creation and storage of information?
20 (marks)

End of Examination

**THE UNIVERSITY OF ZAMBIA
SECOND SEMESTER EXAMINATIONS
20 FEBRUARY 2007**

LIS 332 INDEXING AND ABSTRACTING

INSTRUCTIONS:

1. ANSWER QUESTION 1 FROM SECTION A AND ANY OTHER TWO QUESTIONS FROM SECTION B. IN OTHER WORDS THREE (3) QUESTIONS SHOULD BE ANSWERED IN ALL.

2. TIME: THREE (3) HOURS

SECTION A (COMPULSORY) [40 Marks]

1. Write short notes on the following:
 - a) Slanted abstract
 - b) Indicative abstract
 - c) Critical abstract
 - d) Author abstract
 - e) Informative abstract
 - f) Whole works
 - g) Enumeration
 - h) Semantic factoring
 - i) Inversion
 - j) Intellectual guidance

SECTION B (Answer any two questions from this Section)

2. "The index language exists primarily to bring the vocabulary of the indexer and the vocabulary of the searcher into coincidence" ~~[20 Marks]~~

With the aid of a diagram, explain the relationship between indexing and searching. [20 Marks]
3. "The principles of specificity and Exhaustivity affect recall and false hope"
Discuss:
 - a) The importance of the two principles in indexing
 - b) How the two could be brought in locus point [20 Marks]
4. "Style, content and length of the original document have a bearing on the quality of the abstract written from it." Discuss [20 Marks]
5. How does an abstract of a patent differ from that of a bibliography? [20 Marks]

UNIVERSITY OF ZAMBIA

SECOND SEMESTER EXAMINATION, FEBRUARY/ MARCH 2007

LIS 462 INTRODUCTION TO ARCHIVES ADMINISTRATION

INSTRUCTIONS: ANSWER THREE QUESTIONS. SECTION A IS COMPULSORY.

TIME: THREE HOURS

SECTION A (COMPULSORY) 40 MARKS

1. National archival institutions in most countries are the custodian of the nation's documented heritage for use by current and future generations. Discuss the procedures and process archivists need to put in place to make sure that these documents are continuously available.
-

SECTION B (ANSWER ANY TWO) 30 MARKS EACH

2. Compare and contrast the management of national archives in federal and unitary states. In answering the question, show the weaknesses and strengths of the type of management systems found in each kind of state.
3. Many organizations choose to develop systems to conduct their main business electronically. Discuss the challenges and opportunities this provides for Archivists in this era.
4. "The Archivist's career exists in order to make other people's work possible. The creed, the sanctity of evidence; The task, the preservation of every scrap of evidence attaching to the documents committed to his/her care; The aim, to provide, without prejudice or afterthought, for all who wish to know, the means of knowledge". Discuss as to what extent this career can be considered a profession in Zambia.
5. You have just been appointed the first Archivist of the University of Zambia. Your first job is to clear the basement where all the old documents which the University has accumulated for the past 35 years are kept. These documents are currently not accessible. You are required to make accessible those that need to be retained and destroy the rest. Discuss procedures and processes you would undertake do this.

END OF EXAMINATION

UNIVERSITY OF ZAMBIA

SECOND SEMESTER EXAMINATION, FEBRUARY/MARCH 2007

LIS 482: BUSINESS INFORMATION SYSTEMS

INSTRUCTIONS: ANSWER THREE QUESTIONS. SECTION A IS COMPULSORY

TIME: THREE HOURS

SECTION A (COMPULSORY) 40 MARKS

1. While many companies encourage their managers to benchmark the best practices, not many of them focus their managers on benchmarking the best information management practices. Discuss the consequences of such an approach to these companies.
-

SECTION B (ANSWER ANY TWO) 30 MARKS EACH

2. "Knowledge is about people; Information is about systems". Discuss this statement with reference to the recent growth of interest in knowledge management in companies.
3. Discuss the functions and key qualities of an information specialist in a company set-up if the company is to compete effectively..
4. "Information itself and not Information Communication Technologies (ICTs) is the issue to profit making in a business." Discuss.
5. Write short notes on the following concepts
 - A. Executive Information Systems
 - B. Information broker
 - C. Information Encountering
 - D. Market Information

END OF EXAMINATION

UNIVERSITY OF ZAMBIA

SECOND SEMESTER EXAMINATION, FEBRUARY/MARCH 2007

LIS 482: BUSINESS INFORMATION SYSTEMS

INSTRUCTIONS: ANSWER THREE QUESTIONS. SECTION A IS COMPULSORY

TIME: THREE HOURS

SECTION A (COMPULSORY) 40 MARKS

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-

SECTION B (ANSWER ANY TWO) 30 MARKS EACH

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