



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)
University Examinations for 2013/2014

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF SOCIAL SCIENCES

Examination for Diploma in Information Studies – Year 2

CATALOGUING

Date: 25/7/2014

Time: 8:30 AM

INSTRUCTIONS:

Answer all questions

1.
 - (a) What is descriptive cataloguing? (2 marks)
 - (b) List the 8 areas of description adopted by cataloguers for bibliographic description in order provided in the AACR II. (8 marks)
 - (c) As a cataloguer, how would you conduct descriptive cataloguing? (10 marks)

2.
 - (a) Explain the four indentions identified for producing catalogue cards. (8 marks)
 - (b) Describe the two filing methods of catalogued items (entries). (12 marks)

3.
 - (a) Explain what you understand by subject cataloguing. (2 marks)
 - (b) Explain any six purposes of subject cataloguing. (12 marks)
 - (c) Describe the process you would employ to locate the subject of a book. (12 marks)
 - (d) Describe the process you would employ to locate the subject of a book. (10 marks)
 - (e) State how you would give a record of subjects and tracings on a catalogue card. (4 marks)