



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

LIBRARY AND INFORMATION SCIENCE

MODULE: Organisation of Knowledge PAPER NO: 338/22/M02

DURATION: 3 Hours

NOVEMBER/ DECEMBER 2025 EXAMINATION

REQUIREMENTS

1. Anglo- American Cataloguing Rules 2nd edition Revised (AACR2)
2. Dewey Decimal Classification Scheme 22nd, 23rd or 24th edition.

INSTRUCTIONS TO CANDIDATE

1. Answer question 1, 2, and 3 and any two (2) other questions.
2. Do not write anything on the question paper.

This paper consists of 3 printed pages.

QUESTION 1

Using relevant chapters of AACR2 create a full catalogue entry for the following item. Include a tracing.

CATALOGUING AND CLASSIFICATION: AN INTRODUCTION

by

R. Burger and L. Chan

Other details

Published by McGraw- Hill in 2010. Publisher has offices in New York, London and Berlin. Classification number is 025.34. This is the Second edition of the book. The book has fourteen preliminary pages and 257 actual pages. Illustrated and measures 23.2 cm on the spine. The illustrations are coloured.

The item is number 16 in the Librarianship publication series. Arthur Lowe is the editor of the series. Accompanied by a sound disc. The spine of the book was source of the title paper. Intended audience are students of library science. The book is also available as an online resource. The book includes a bibliography. ISBN is 364-50364-118x. it is a paperback that cost \$20.00. (30 marks)

QUESTION 2

Using DDC 22nd, 23rd or 24th edition classify the following items:

- a) Encyclopaedia of international law.
- b) Dictionary of child psychology.
- c) The geography of Zimbabwe.
- d) Snakes in the Bible.
- e) The waterfalls of Zimbabwe: a description.
- f) Photographs of animals.
- g) Drawing and preparing maps.
- h) Islamic philosophy
- i) Mathematical principles of computer science.
- j) Research into the manufacturing of synthetic perfumes. (30 marks)

QUESTION 3

File the following items in word by word and letter by letter filing systems:

- a) Act with impurity
- b) Act and win
- c) Action plus
- d) Active participation
- e) Active participants
- f) 2025 active players
- g) 2 Acts
- h) Action galore
- i) Actionable
- j) 20 active players (10 marks)

QUESTION 4

Enumerate ten (10) aspects that are recorded in an accessions register. (15 marks)

QUESTION 5

Assess the five (5) parts of a traditional catalogue entry. (15 marks)

QUESTION 6

Explicate any five (5) characteristics of a good notation. (15 marks)

Question 7

Justify the need for organising information resources in a library. (15 marks)

.../fem