



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

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

1. Dewey decimal classification scheme 22nd or 23rd Ed.
2. Anglo-American Cataloguing Rules 2nd Ed.

INSTRUCTIONS TO CANDIDATE

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

QUESTION 1

COMPULSORY

Using AACR2 create a first level catalogue entry for the following item. Include a tracing. (20 marks)

TOTAL QUALITY MANAGEMENT IN LIBRARY AND INFORMATION SERVICES

by

Merres Warren and Laura Vicks

Other details

Published by Delta Inc, New York in 1984.

Classification number is 025.1.ISBN 0-243-5782-Y. Accession number 88 021/20. Has six preliminary and 320 pages. Has colour illustrations and measures 24.5 centimetres. Number 7 of the Management in libraries series. Title was taken from the spine. Intended audience are Library and Information Services professionals. Accompanied by a sound disc. Item includes bibliography and index. It is the second edition.

QUESTION 2

COMPULSORY

Using DDC classification scheme 22nd or 23rd edition classify the following titles:

- (a) Carnivorous plants of Africa
- (b) Journal of automated information storage and retrieval systems in libraries
- (c) Political conditions in Egypt today
- (d) The development and generation of solar energy in Zimbabwe.
- (e) Guides to Christian life for college students
- (f) The history of Ghana
- (g) Historical research in computer engineering
- (h) Studies in child psychology
- (i) A dictionary of Ugaritic literature
- (j) Language serial publications. (30 marks)

QUESTION 3

COMPULSORY

File the following entries in word –by-word and letter-by-letter filing systems:-

1. REFERENCE MATERIALS
2. REFERENCE MATERIAL
3. REFERENCE MATTERS
4. REFERENCING MATERIAL
5. REFERENCING MATTERS
6. REFERENCING MATERIALS
7. REFERENCE IS MATTER
8. REFERENCING MATTER
9. REFER ISSUES MATTER
10. REFER ISSUE MATTERS (10 marks)

QUESTION 4

Numerate ten aspects that are captured in an accession register. (20 marks)

QUESTION 5

Assess any five advantages of the Dewey Decimal Classification scheme (DDC)
(20 marks)

QUESTION 6

- (a) Define the term filing medium. (4 marks)
- (b) Defend any four filing mediums for use in library catalogues. (16 marks)

QUESTION 7

Analyse five functions of a library catalogue. (20 marks)

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