



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

**SUBJECT: Introduction to Library and
Information Science**

PAPER NO: 358/18/S05

DURATION: 3 Hours

MARCH/APRIL 2022 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any five (5) questions.
2. Each question carries 20 marks.

This paper consists of 2 printed pages.

QUESTION 1

Discuss any five (5) functions of a public library in a society. (20 marks)

QUESTION 2

Examine the stages followed in the reference process. (20 marks)

QUESTION 3

Define the following terms:

- a) Dictionary catalogue (5 marks)
- b) Name index (5 marks)
- c) Author index (5 marks)
- d) Alphabetical sequence (5 marks)

QUESTION 4

Describe any five (5) attributes of a reference librarian. (20 marks)

QUESTION 5

Assess any four (4) methods which can be used by the community to establish libraries. (20 marks)

QUESTION 6

Explain any five (5) objectives of the International Council of Archives (ICA). (20 marks)

QUESTION 7

Examine any five (5) types of abstracts used in information science. (20 marks)

...../pm