



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
SOCIAL SCIENCES
UNIVERSITY EXAMINATION FOR:
BIS Y2S2
BACHELOR OF INFORMATION SCIENCE
HIS 4209: BASIC CATALOGUING
END OF SEMESTER EXAMINATION
SERIES: APRIL 2025
TIME: 2HOURS
DATE: Apr 2025

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

Question ONE

- (a) Explain four primary functions of a library catalogue. (4 marks)
- (b) Highlight four qualities of a good catalogue. (4 marks)
- (c) Distinguish between the following:
 - (i) physical form of catalogue and inner form of catalogue (2 marks)
 - (ii) cataloguing standard and cataloguing code (2 marks)
 - (iii) bibliographic record and bibliographic item (2 marks)
 - (iv) main entry and added entry (2 marks)
- (d) Explain the purpose of subject cataloguing. (8 marks)
- (e) Highlight **three** functions of the International Standards for Bibliographic Description (ISBD) (6 marks)

Question TWO

Explain the steps you would follow to effectively catalogue an information material such as a book. (20 marks)

Question THREE

Describe four main elements of a typical catalogue record indicating the kind of details that are contained in each. (20 marks)

Question FOUR

- (a) Explain the objectives of descriptive cataloguing and how cataloguers achieve those objectives. (10 marks)
- (b) Explain the ways in which subject analysis may be expressed. (10 marks)

Question FIVE

Describe the following types of catalogues giving their strengths and weaknesses:

- (a) Dictionary catalogue (10 marks)
- (b) Classified catalogue (10 marks)