



**TECHNICAL UNIVERSITY OF MOMBASA**

School of Humanities and Social Sciences

Social Sciences

**UNIVERSITY EXAMINATION FOR:**

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

**HIS 4301: INDEXING AND ABSTRACTING**

**SERIES: DECEMBER 2024**

**TIME: 2 HOURS**

**DATE: Dec2024**

**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) Discuss **Five (5)** roles played by indexing and abstracting in the retrieval of information in digital libraries/information centres [10 marks]
- b) Outline **Five (5)** steps for thesaurus construction in libraries/information centres [10 marks]
- c) Discuss **Five (5)** stages in indexing process in libraries/information centres [10 marks]

**Question TWO**

- a) Discuss **Five (5)** principles of indexing in libraries/information centres [10 marks]
- b) Explain **Five (5)** reasons for producing abstracts in libraries/information centres [10 marks]

**Question THREE**

- a) Explain **Five (5)** considerations that will assist librarian/information professional in producing a good abstract [10 marks]
- b) Discuss **Five (5)** parameters for evaluating an abstract in libraries/information centers [10 marks]

**Question FOUR**

- a) Discuss **Five (5)** documents that are worth being abstracted in libraries/information centres. [10 marks]
- b) Highlight **Five (5)** indexing terms used in libraries/information centers. [10 marks]

**Question FIVE**

- a) Discuss **Five (5)** types of indexing [10 marks]
- b) Discuss **Five (5)** functions of indexes in libraries/information centres. [10 marks]