

UGANDA CHRISTIAN UNIVERSITY
UNIVERSITY EXAMINATION 2017

THIRD YEAR ADVENT SEMESTER EXAMINATIONS FOR
DEGREE OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE

COURSE UNIT: DOCUMENTATION WORK AND SERVICES

DATE: December 2017

TIME: 2 ½ Hours

Instructions: Answer ANY THREE Questions. Question ONE is COMPULSORY

1. a) What is document management? **(4 marks)**
b) Explain how you would convince your supervisor to support the establishment of a Documentation Management centre. **(16 marks)**
2. With examples, explain the factors to consider in selecting information materials for your Documentation centre. **(15 marks)**
3. a) What is the difference between indexing and abstracting? **(3 marks)**
b) Using examples, explain the different types of abstracts known to you. **(12 marks)**
4. With examples, explain the criteria for evaluating grey literature. **(15 marks)**
5. Explain ANY FIVE types of bibliographies. **(15 marks)**
6. Write notes on the following: **(15 marks (@ 3 marks))**
 - i. Differences between a citation in text, a reference and a bibliography
 - ii. Purposes of citation
 - iii. Community Analysis
 - iv. Information Repackaging
 - v. Purposes of weeding library materials

Merry X-Mas and a Happy New Year