



**UNIVERSITI TEKNOLOGI MARA
FINAL EXAMINATION**

COURSE	:	ORGANIZATION OF INFORMATION
COURSE CODE	:	IMC451/405
EXAMINATION	:	DECEMBER 2018
TIME	:	3 HOURS

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of three (3) parts :
PART A (1 Question)
PART B (5 Questions)
PART C (4 Questions)
2. Answer ALL questions from PART A, PART B and two (2) questions in PART C in the Answer Booklet. Start each answer on a new page.
3. Do not bring any material into the examination room unless permission is given by the invigilator.
4. Please check to make sure that this examination pack consists of :
 - i) the Question Paper
 - ii) an Answer Booklet – provided by the Faculty
5. Answer ALL questions in English.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

This examination paper consists of 5 printed pages

PART A

QUESTION 1

Define the following terms :

- a) Index
- b) International Standard Bibliographic Description (ISBD)
- c) Interoperability
- d) Provenance
- e) Tertiary sources

(10 marks)

PART B

Answer **ALL** questions.

QUESTION 1

Describe five (5) characteristic of good information.

(10 marks)

QUESTION 2

Identify five (5) standards used in the recording and description of information or documents for libraries.

(10 marks)

QUESTION 3

a) Define finding aids.

(2 marks)

b) Explain two (2) basic principles of finding aids arrangement.

(8 marks)

QUESTION 4

Explain two (2) purposes of catalogs.

(10 marks)

QUESTION 5

Rewrite the bibliographic information using the ISBD format for this book. Retain the punctuation supplied.

Physical description	ix, 240 p : ill.
Statement of responsibility	/ Peter Gadenfos
Publisher	: Oxford University Press
Subtitle	: On the evolution of thinking
Title	How homo became sapiens
ISBN	0198528515
Place of publication	.- Oxford
Height	; 24 cm.
Year	, 2003.
Additional Information	: Bibliography: p. 217 – 231 and index.
Call no.	BF698.95 G37 2003
Subject headings	1. Cultural evolution 2. Cognition and culture 3. Thinking

(10 marks)

PART C

Answer **TWO (2)** questions only.

QUESTION 1

Explain with example three (3) activities involved in bibliographic control.

(20 marks)

QUESTION 2

Explain with examples the eight (8) areas of ISBD.

(20 marks)

QUESTION 3

Explain four (4) factors of information explosion.

(20 marks)

QUESTION 4

Elaborate three (3) categories of metadata.

(20 marks)

END OF QUESTION PAPER