

SECTION A

1. a) State Three (3) reasons why students should be information literate. (6 marks)
b) Write short notes on any two (2) of the following;
(i) School library (ii) Public library (iii) Academic library (10marks)
c) Give four (4) examples of periodicals you have learnt. (4 marks)
2. a) State four (4) characteristics of reference materials in libraries (8 marks)
b) List 2 types of bibliographies you know (2 marks)
c) What is an encyclopaedia? (2 marks)
d) State four (4) uses of encyclopaedias (8 marks)

SECTION B

3) Three (3) University professors Kwesi Atta Bosomafie, KwekuTawiahGyankabo and AdjoaMonkahOdasanyi edited the fifth edition of a book titled The erstwhile Savage : memoirs of a disillusioned Gold Coaster. The book was published in the year 2010 by Asempa Publications in Cape Coast.

- a) Use the APA citation style to write a reference for the book.(8marks)
- b) What are the legal exceptions to the copyright law? (6marks)

c) Give three (3) specific examples of acts that constitute plagiarism (6marks)

4 a) Mention in full the two citation styles you have learnt and indicate the disciplines which is commonly used. (4 marks)

b) Briefly explain any two (2) of these Concepts (6marks)

i) Cataloguing

ii) Classification

iii) Plagiarism

c) Use the following bibliographic details to make a reference using the MLA citation style:

London, fifth edition. 2005, Albana Kinderland. How to get along with others Comprehensive guide, Adaex Educational Publications Ltd. (8marks)

d) Write out the subjects of these letters in the classification scheme: (2marks)

D –

R -

S -

T -

SECTION C

5) a. Explain what the Internet is. (3 Marks)

b. Retrieving the right kind of information from the World Wide Web require effective searching skills. State and explain the steps you will adopt in performing an effective search. (12marks)

c. When research is conducted on the Internet for academic or research purposes, it is important to always evaluate the information taken from the Internet. State three criteria you will use to critically evaluate the information. (3marks)

d. Mention any two Boolean operators. (2 Marks)

6) a. Write short notes on the following

i. Internet protocol (2 Marks)

ii. Bandwidth (3 Marks)

iii. Web browsers (6 Marks)

b. Define an academic database and give one example. (2 Marks)

c. Mention five (5) types of information available on the Internet. (5 Marks)

d. Mention two (2) reasons why one must perform an effective search on the Internet. (2 Marks)