

INDEX NUMBER.....



UNIVERSITY OF GHANA
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B.A. SECOND SEMESTER EXAMINATIONS: 2009/2010

DEPARTMENT OF INFORMATION STUDIES

INFS 304: INDEXING AND ABSTRACTING (3 Credits)
(MAIN AND CITY CAMPUS)

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ANSWER ALL QUESTIONS IN ALL THREE SECTIONS

TIME ALLOWED: TWO AND A HALF (2½) HOURS

SECTION A

For questions 1 - 39, select one alternative (a - d) and circle the alphabet of the best/correct answer. For questions 40 - 50, write the correct answers in the space provided. Please NOTE that for this section all answers must be in the question booklet. For SECTION B and SECTION C, use your answer booklets.

1. As far back as 1991, the information industry in the U K was reckoned to be a industry.
 - a. 20 billion dollar
 - b. 25 billion dollar
 - c. 20 billion pound
 - d. 25 billion pound
2. Which of the following is not a reference database?
 - a. bibliographic databases
 - b. numeric databases
 - c. catalogue databases
 - d. referral databases
3. Which of the following is not a source database?
 - a. referral databases
 - b. text-numeric databases
 - c. numeric databases
 - d. full-text databases

4. Which of the following is not a measure of the efficiency of an indexing system?
 - a. fall out
 - b. specificity
 - c. recall
 - d. precision
5. Which of the following is not a stage in the indexing process?
 - a. analysis
 - b. searching
 - c. translation
 - d. familiarization
6. The searching process is made up of the following except.....
 - a. searching
 - b. translating
 - c. familiarization
 - d. analysis
7. Basic steps in manual indexing include the following except.....
 - a. analysis of subject matter
 - b. identification of keywords
 - c. choice of an indexing system
 - d. weighting
8. Steps in preparing an automatic index include the following except.....
 - a. analysis of subject
 - b. identification of all words occurring in all the documents
 - c. deletion of function words using a stop word list
 - d. computation of the value of each term
9. Advantages of automatic indexing include the following except.....
 - a. level of consistency in indexing can be maintained
 - b. lower cost of production of index entries
 - c. reduction in indexing time
 - d. easy translation of concepts
10. Which of the following is not a controlled indexing language?
 - a. Dewey Decimal Classification Scheme
 - b. Library of Congress List of Classification Scheme
 - c. Universal Decimal Classification Scheme
 - d. Engineering Information (EI) Classification Scheme
11. Which of the following is not true of an indexing system?
 - a. a high level of exhaustivity increases recall
 - b. a high level of exhaustivity lowers precision

- c. a high level of exhaustivity lowers recall
 - d. a high level of exhaustivity lowers specificity
12. Lancaster proposes a performance level of.....variation for both recall and precision in an indexing system.
- a. 40% to 50%
 - b. 50% to 60%
 - c. 60% to 70%
 - d. 70% to 80%
13. According to Cleverdon, if two people or a group of people construct a thesaurus in the same subject area, only.....of index terms will be common to both thesauri.
- a. 30%
 - b. 40%
 - c. 50%
 - d. 60%
14. ...and if two experienced indexers use the same thesaurus to index the same documents only.....of index terms may be common.
- a. 60%
 - b. 40%
 - c. 30%
 - d. 20%
15. Familiarization in the searching process can be achieved through
- a. analyzing the information seeker's query
 - b. interviewing the information seeker
 - c. writing down the information seeker's query
 - d. matching the information seeker's query with the thesaurus
16. Which of the following comes next after analyzing the subject matter, choosing key words and standardizing key words(translating) in creating an index system?
- a. choice of indexing system (Pre- or Post- coordinate)
 - b. preparing entry for each word with context
 - c. preparing entry for each word without context
 - d. preparing reference entries
17. How many steps need to be followed in the construction of a thesaurus?
- a. eight
 - b. seven
 - c. six
 - d. four
18. Depth indexing recognizes.....

- a. main themes
 - b. sub themes
 - c. both main themes and sub themes
 - d. all themes
19. Depth indexing is often used for.....
- a. longer documents
 - b. original documents
 - c. research bulletins
 - d. technical reports
20. Summarization is an indexing policy that expresses.....
- a. the total contents of a document by a brief description
 - b. the total contents of a document by juxtaposition
 - c. the total contents of a document
 - d. the total contents of a document by subject analysis
21. The indexing process may be categorized by the following except.....
- a. analysis
 - b. familiarization
 - c. conversion of concepts
 - d. application of indexing language
22. Non-textual documents include the following except.....
- a. C Ds
 - b. films
 - c. maps
 - d. photographs
23. According to CAB International guidelines, concepts that should be indexed include the following except.....
- a. orgasms
 - b. geographical locations
 - c. bibliographical terms
 - d. concepts like 'techniques', 'behaviour', etc.
24. The devices USE and UF show.....
- a. hierarchical relationships
 - b. equivalence relationships
 - c. additional relationships
 - d. association relationships
25. The devices B T and N T show.....

- a. additional relationships
 - b. association relationships
 - c. equivalence relationships
 - d. hierarchical relationships
26. Which of the following is not a characteristic of Pre-Coordinate Indexing?
- a. avoids complex search logic
 - b. no special physical format is required
 - c. they are not computer-based
 - d. they do not easily show the multi-dimensional nature of the term relationship
27. Which of the following codes represent the form of a document or target audience in PRECIS?
- a. 4
 - b. 3
 - c. 6
 - d. 5
28. are used to describe concepts in a subject in POPSI.
- a. two elementary concepts
 - b. six elementary concepts
 - c. three elementary concepts
 - d. four elementary concepts
29. Which of the following is not an abstract?
- a. informative abstract
 - b. extracted abstract
 - c. unusual abstract
 - d. indicative abstract
30. Which of the following is not an abstract?
- a. structured abstract
 - b. slanted abstract
 - c. subjective abstract
 - d. highlight abstract
31. Which of the following will not be part of the headings of a segment in a structured abstract?
- a. introduction
 - b. objective
 - c. purpose

- d. results
32. Structured abstracts are designed to facilitate searching by both
- information professionals and information users
 - abstractors and information professionals
 - human beings and computers
 - researchers and information scientists
33. Basic skills needed for abstracting include the following except.....
- good standard of literacy
 - detailed knowledge of the subject area of the material
 - awareness of the patterns of text structures in the material to be abstracted
 - ability to work without supervision
34. There are steps in the writing of an abstract.
- six
 - four
 - five
 - three
35. The following are steps in writing an abstract except.....
- accurately and fully recording the reference
 - analysis of the subject matter of the document
 - writing of the abstract proper
 - transcribing the abstract onto the data input sheet
36. Which of the following best describes an Extract?
- selection of one or more parts of a document to represent the whole document
 - a note of comment, description or explanation of a document
 - a reduction of the original document that necessarily eliminates secondary points
 - a statement of the essential findings of a document
37. The three main functions of an abstract are the following except.....
- facilitation of searching
 - dissemination of information
 - selection of information
 - retrieval of information
38. The ABC of abstracts refers to the following except.....
- the uses of abstracts
 - the functions of abstracts
 - the characteristics of abstracts
 - the purpose of abstracts
39. The ABC of abstracts means the following except

- a. accuracy
- b. brevity
- c. conciseness
- d. clarity

FILL IN THE BLANKS

40. Index Medicus is the manual version of a computerized database called
41. The Qualifier in PRECIS is the.....term.
42. A gateway for quality engineering information on the Internet is called.....
43. Computer databases may be classified according to..... entered into the computer.
44. An example of a referral database in Ghana is.....
45. KWIC is the acronym for.....

Use the statement below to answer questions 46 to 50

In forming descriptors for a thesaurus:

46. Use slang or jargon only if it is and
47. Concepts like honesty, love, hate should take the.....form of the noun.
48. Avoid..... or.....of degree unless they have a technical meaning.
49. Do not use..... on their own but only to help define an entity.
50. Very often an attribute may be found on its own as a descriptor if a noun is implied for example.....

SECTION B

Answer this section in your answer booklet

Arrange the following terms in thesaurus fashion:

Xylophones, flutes, wind instruments, saxophones, guitars, violins, cymbals, musical instruments, percussion instruments, base guitars, alto saxophone, organs, string instruments, rhythm guitars, trumpets.

SECTION C

Answer this section in your answer booklet

1. Design a data input sheet
2. Correctly label the input sheet you have designed
3. Write an **INDICATIVE ABSTRACT** in the data input sheet you have created using the report below.

Science and Technology Policy; research management and planning in the Arab Republic of Egypt 1976, 103p. (National Academy of Sciences, National Research Council, Washington, D.C. 20418)

Report of a Symposium on Science Policy Planning and a Workshop on the Management and Planning of Research. The conference focused on scientific and technology policy, planning and research management. A "workshop" format was chosen as the best method to bring together a representative group of Egyptian and American physical, natural and social scientists, economists, engineers and development planners. It was found that although Egypt lacks a formally enunciated national science policy, the various science-oriented agencies it has established and the funds it provides for research and science education constitute a significant, implicit national policy. Management of this large and complex set of organizations is a formidable task and every effort should be made for their effectiveness and efficiency. Managing university research is a very different problem from managing applied research institutes and should be solved as quickly as possible. Even though Egypt's applied research program is a sizable effort, its execution probably requires considerable restructuring and redirection if it is to be fully effective. Transfer of technology to Egyptian industry from other nations and from

multinational corporations has been and will continue to be a major element in Egypt's industrial development. To ensure effective transfer of technology and to minimize its costs there should be appropriate revisions of national legislation and practices.

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