

INDEX NUMBER.....



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UNIVERSITY OF GHANA
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B.A. SECOND SEMESTER EXAMINATIONS: 2013/2014
INFS 324: INDEXING AND ABSTRACTING (3 Credits)
MAIN AND CITY CAMPUSES
ANSWER ALL QUESTIONS IN SECTIONS A, B, C and D
TIME ALLOWED: TWO AND A HALF HOURS (2 ½ HOURS)

SECTION A
OBJECTIVES

For questions 1 – 35, select one alternative (a – d) and circle the best/correct answer. If more than one answer is selected for any question, that question would not be marked. For questions 36 – 45, write the correct answers in the space provided.

Please NOTE that for this section all answers must be in the question booklet. If you fail to follow this instruction your paper would not be marked.

1. Controlled language is known also as
 - a. Derived Term System
 - b. Assisted Term System
 - c. Assigned Term system
 - d. Deprived Term System
2. Who evolved the guidelines that “subject” should precede “place” in citation order in science related fields?
 - a. Coates
 - b. Cuthbert
 - c. Cutter
 - d. Carter
3. What are the two positions in a POPSI index entry?
 - a. Lead Term and Display Term
 - b. Lead Heading and Qualifier Heading
 - c. Lead Heading and Context Heading
 - d. Access Heading and Context Heading

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4. Which of the following is not an example of Post-Coordinate Indexing?
 - a. FAME
 - b. MEDLARS
 - c. POPSI
 - d. CARIS
5. The skills of the searcher in a Post-Coordinate Indexing System is influenced by
 - a. the quality of the thesaurus
 - b. the thoroughness and consistency of the index
 - c. the ability to combine terms in the index
 - d. the language of the index
6. In PRECISof operators may be identified.
 - a. six types
 - b. four types
 - c. three types
 - d. two types
7. Which of the following PRECIS operators represent performer of an action?
 - a. Operator 1
 - b. Operator 2
 - c. Operator 3
 - d. Operator 4
8. A POPSI index entry has
 - a. four parts
 - b. two parts
 - c. three parts
 - d. one part
9. Kaizer believed that subjects with two components must be cited in the order of
 - a. Concrete before Action
 - b. Concrete before Process
 - c. Thing before Action
 - d. Thing before Place
10. A measure of the efficiency of an indexing system is called.....
 - a. SPECIFICITY
 - b. EXHAUSTIVITY
 - c. PRECISION
 - d. RECALL

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11. Documents include the following except.....
- flags
 - indexes
 - diaries
 - photographs
12. Which of the following may not be described as a document?
- voice prints
 - letters
 - cartons
 - cartographic drawings
13. Concepts relevant to indexing and abstracting include the following except.....
- Exhaustivity
 - Information
 - Document
 - Document surrogate
14. Document Surrogates include the following except.....
- abstracts
 - the library catalogue
 - bibliographic databases
 - contracts
15. Document surrogates that are separated from the original documents include the following except.....
- A catalogue
 - A general index
 - A bibliography
 - A biography
16. Examples of indexes include the following except.....
- book index
 - subject index
 - author index
 - cost index

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17. The following are types of indexes except.....
- Author index
 - Subject index
 - Coordinate index
 - Critical index
18. Computer databases may be broadly categorized into two groups as the following
- Bibliographic databases and reference databases
 - Catalogue databases and referral databases
 - Reference databases and source databases
 - Source databases and numerical databases
19. Examples of bibliographic databases include the following except.....
- LISA
 - ERIC
 - FAME
 - MEDLARS
20. Which of the following refers to the extent to which an indexing system allows for a detailed analysis of the contents of a document?
- Depth indexing
 - Summarization
 - Exhaustivity
 - Recall
21. SPECIFICITY in indexing refers to
- the extent to which the indexing system allows for the analysis of the contents of a document to its barest minimum
 - the extent to which the indexing system allows for the retrieval of relevant documents
 - the extent to which the indexing system allows for total recall of documents
 - the extent to which the indexing system allows for precision when searching for information within the index.
22. Abstracts may be distinguished from the following document surrogates except
- summary
 - extract
 - structured abstract
 - abridgement

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23. An abstract may be distinguished from the following document surrogates also except
- abridgement
 - summary
 - notation
 - extract
24. Abstracts on patents are important to the following professionals except
- patent lawyers
 - inventors
 - business executives
 - librarians
25. Abstracts on patents may be equally important to the following workers except
- industrial workers
 - business executives
 - inventors
 - patent lawyers
26. Which of the following factors does not determine documents that may be abstracted?
- economic conditions
 - significance of the document
 - source of publication
 - subject interest of users of the abstract
27. Which one of the following is a factor that determines what material to be abstracted?
- form of the document
 - source of the document
 - subject interest of the document
 - importance of the document
28. Abstracts serve the following main functions except
- dissemination of information
 - selection of information
 - creation of document surrogates
 - retrieval of information
29. The length of an abstract is influenced by the following except
- length of the document
 - complexity of the document
 - publisher of the document
 - accessibility of the document
30. Informative abstracts are normally used for the following documents except
- essays and bibliographies
 - technical bulletins
 - monographs

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d. conference proceedings

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31. In practice which of the following abstracts are used more by information professionals?
- structured abstracts
 - informative/indicative abstracts
 - informative abstracts
 - indicative abstracts
32. A critical abstract will evaluate the contents of documents by the following criteria except
- indicating the scope and depth of the work
 - commenting on the adequacy of research methodology
 - commenting on the results of the work
 - assessing the work in terms of the intended audience
33. An Informative Abstract will cover all of the following aspects of a document except
- scope and depth of the work
 - objective and scope of the work
 - methodology used in the work
 - conclusion of the work
34. Basic skills needed by an abstractor include the following except
- a good standard of literacy
 - detailed knowledge of the field
 - a good store of vocabulary
 - ability to work methodically and accurately
35. Which of the following is not an abstract?
- highlight abstract
 - structured abstract
 - informative abstract
 - none of the above

Fill in the blanks in the following statements:

36. A system that uses Library of Congress List of Subject Headings to index information resources on the Internet is called.....
37. DEPA in POPSI stands for
38. The terms USE and U F (use for) show relationship in a thesaurus.
39. In forming DESCRIPTORS for a thesaurus, use an acronym instead of the original words

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- or phrase for example RADAR, not
40. SCORPION is a system that uses
to index and catalogue Internet resources.
41. In writing an Informative Abstract, the abstractor should use the
voice.
42. In writing an Indicative Abstract, the abstractor should use the
tense.
43. When writing an Indicative Abstract, the abstractor should discuss.....
.....
44. Generally in writing an abstract, the abstractor should be concise and.....
.....
45. Generally in writing an abstract, the abstractor should cite.....
.....completely.

SECTION B (PRECIS)

For this section use your answer booklet.

Use the composite subject below to:

- i. Create a PRECIS indexing string and
- ii. Generate PRECIS index entries from the string.

Note: It is expected that you would express a point of view so you should have six entries in all.

“The training of farmers by Agric Extension Officers for the cotton industry in Northern Ghana.”

SECTION C (THESAURUS BUILDING)

For this section also use your answer booklet.

How would the following terms appear in a thesaurus?

Mammals, sparrow, invertebrates, Alsatians, arthropods, reptile, frogs, salamander, cockroaches
Bull dog, turtle, vertebrates, mollusk, Rottweiler, spiders, octopus, living creatures, tarantula,
mongrels, snail, animals, birds, ostrich, fish, amphibian, sardine, whales, sea lion, dalmatian,
herrings. (NB:It is expected that you would apply the rules for forming descriptors in your work)

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SECTION D (ABSTRACTING)

Use your answer booklet for this section also.

- i. Design a data input sheet
- ii. Correctly label the input sheet you have designed, and
- iii. Write an **INDICATIVE ABSTRACT** in the data input sheet you have created using the report below.

Development of low-cost roofing from indigenous materials in developing nations; annual report, 1974/1975 (Monsanto Research Corporation, Dayton, Ohio, 1975, 335p)

This report discusses the second phase (May 1974 through September 1975) of a three-phase, 3.5 year research effort to produce improved roofing for developing countries by matching indigenous fibers and fillers with low-cost binders. The ultimate goal of the program is to make available, in at least three countries, one each in Latin America, Asia and Africa, an economically and technically acceptable roofing system that requires less foreign exchange than existing alternatives. The program objective is to be demonstrated within each of the participating countries through construction of at least four prototype roofs and transfer of the necessary technology to qualified organizations. Current collaborating countries are Jamaica, the Philippines, and Ghana. The project emphasis during Phase II was on development of roofing materials and establishing the mechanism for the technology transfer. Primary objectives of the materials development included establishing a generalized set of criteria for roofing; defining composite material ingredients; determining the most promising sets of materials, processes, and products; and analyzing the cost and practicality of the candidate systems. Four candidate composite roofing material systems were defined that use from 70% to 100% indigenous material. Outstanding as a filler is the sugar cane residue, bagasse. The primary candidate binders include natural rubber, phenolic and commercial thermoplastic resins. Accelerated and outdoor aging are demonstrating the viability of the candidate systems. The objectives of the technology transfer aspects included defining potential collaborative institutions and individuals in Jamaica, the Philippines, and Ghana; forming Advisory and Technical Working Committees in each of these countries that would participate in the roofing development program; and locating qualified organizations interested in future commercial production of the roofing. Those institutions, committees, and working groups were defined in the three countries and are functioning to various degrees, with Jamaica taking the lead. Private industry organizations that may become future manufacturers of the roofing have been located in each of the three countries. During Phase III, October 1975 through December 1976, the program will be brought to completion through material optimization, design, fabrication, testing and evaluation of prototype roofing; and field manufacture, installation, and evaluation of full-scale roofing.

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