AIS1503

October/November 2016

INTRODUCING INFORMATION RECORDS AND SOURCES

Duration 2 Hours

100 Marks

EXAMINERS
FIRST MR SS MAKHUBELA
SECOND MRS L TIEMENSMA

Closed book examination

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INSTRUCTIONS

This question paper consists of 3 pages.

Answer any four (4) questions.

Number the answers exactly as numbered in the question paper.

[TURN OVER]

Question 1

1 Mention ten information sources found in the library and explain what they are used

for **(20)**

2 Explain why the information sources in the reference section are not

allowed to be taken out of the library **(5)**

[25]

Question 2

1 Define a dictionary and also state the primary purpose of this source **(5)**

2 Mention four types of dictionaries and explain their characteristics Also give relevant
examples of each type **(20)**

[25]

Question 3

1 Distinguish between general and subject encyclopedias Also provide relevant
examples of each type **(10)**

2 Discuss the advantages and disadvantages of both printed and electronic
encyclopedias **(15)**

[25]

[TURN OVER]

Question 4

Discuss electronic publishing, pointing out its advantages and disadvantages   **[25]**

Question 5

Explain the importance and information value of the following printed information sources found in the libraries and other information agencies

1 Serials   **(10)**

2 Books/monographs   **(8)**

3 Illustrative records   **(7)**

                                                                                  [25]

Question 6

1 Define an 'Official Publication'   **(5)**

2 Discuss features of four main types of South African official publications   **(20)**

                                                                                  [25]

                                                                  Total: [100]