

THE OPEN UNIVERSITY OF SRI LANKA  
 INFORMATION STUDIES UNIT  
 BA IN LIBRARY AND INFORMATION STUDIES  
 FINAL EXAMINATION – 2023/24  
 LEVEL 5 (SEMESTER II)  
 HSU5304 – INDEXING AND ABSTRACTING PRACTICES



DURATION: 3 hours

Date: 28.01.2024

Time: 9.30am -12.30pm

Instructions

Index No:/Reg. No:

Answer only five (05) questions  
 All questions carry equal marks

1. i. Define the term "Index". (2 marks)  
 ii. What is meant by Material Indexing and Information Indexing, describe giving one example for each? (6 marks)  
 iii. Briefly explain three (3) features where an Index can be differentiated from a Catalogue (12 marks)
2. i. Define pre-coordinate and post-coordinate indexing systems? (8 marks)  
 ii. Efficiency of post -coordinate indexing system depends upon pre-coordinate systems followed by indexers. Discuss. (12 marks)
3. i. Write down four (4) functions of a Keyword. (8 marks)  
 ii. Explain two (2) keyword indexing systems while providing your own examples to show the arrangement of keywords in each system. (12 marks)
4. i. Briefly explain three (3) information networks of Sri Lanka which carries indexing services. (8 marks)  
 ii. National Library of Sri Lanka is the main institute which provides indexing services in Sri Lanka. Discuss this statement using four (4) indexing products developed by the National Library of Sri Lanka. (12 marks)

5. i. Indexers perform two (2) main tasks during subject analysis. Introduce these two (2) main tasks of performing subject analysis. (8 marks)
- ii. Ultimate objective of subject analysis is to facilitate for effective information retrieval by end users. Discuss this statement. (12 marks)
6. Subject experts or trained indexers follow a series of steps in the process of subject analysis. Explain five (5) steps involved in subject analysis. (20 marks)
7. i. Write down three (3) features of a good abstract. (6 marks)
- ii. Suppose you have to develop an abstract for your research work. Briefly explain on how to write your research abstract. (14 marks)
8. i. Write down four (4) benefits of abstracting services for researchers. (8 marks)
- ii. Summarize four (4) abstracting services which are provided through computerized information storage and retrieval systems. (12 marks)
9. Write short notes on any four (4) of the following topics. (20 marks)
- I. Derived indexing & Assigned indexing
  - II. S.C. Bradford
  - III. Card based indexing systems
  - IV. Uniterm indexing
  - V. Vocabulary tools in indexing
  - VI. Bibliographic databases
  - VII. Types of abstracts