

THE OPEN UNIVERSITY OF SRI LANKA
INFORMATION STUDIES UNIT
BA IN LIBRARY AND INFORMATION STUDIES
FINAL EXAMINATION – 2022
LEVEL 6 (SEMESTER II)
HSU6301-DOCUMENTATION THEORY AND PRACTICE



DURATION: 3 hours

Date: 26.11.2022

Time: 9.30 am-12.30pm

Instructions

Index No:/Reg.No:

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

1.
 - i. Write a short account on the important milestones in the evolution of National Bibliographic Control (NBC) in Sri Lanka (10 marks)
 - ii. What are the challenges faced in NBC in Sri Lanka? Discuss (10marks)
2. Passive documentation is all about assisting the user in different ways
Briefly describe how you would (a) personally assist, (b) provide guidance (c) create new products and services in one of the following situations.
 - i. An elderly person visits the library and requests your assistance regarding a personal legal issue.
 - ii. A visually impaired student seeking information to prepare for an assignment contact you for help.
 - iii. A mother who wants to introduce her child to the library and develop good reading habits asks for your support. (20 marks)
3. The 'documentation work' is the practice concerned with all the processes involved in transforming bibliographic information from the source to an information system (a manual catalogue, a bibliographic database, indexes etc.).

Briefly describe the documentation tasks carried out by a librarian during active documentation work with suitable examples. (20 marks)

4. With the advent of technology, and other new trends in the information landscape, practices in documentation works and services have changed significantly. Write a brief account on the modern trends and main shifts in cataloguing and indexing fields. (20 marks)
5. The Bibliography has played a significant role in documentation work since the ancient times and still it has an impact as a documentation tool.
- Explain what is the bibliography and list out different types of Bibliographies. (10 marks)
 - What are the functions of a bibliography? explain in detail (10 marks)
6. Write a short description on the following passive documentation services. Your answer should contain a definition, importance of the service, how to maintain service quality and a few examples for such a service.
- Current Awareness service on request (10 marks)
 - Translation service (10 marks)
7. "The effectiveness of passive documentation (PD e) is determined by the quality of active documentation (ADq)". Discuss this statement. (20 marks)
8. Information retrieval is an essential component in passive documentation phase.
- What is information retrieval? Define (2 marks)
 - What is meant by "effective retrieval"? Discuss (2 marks)
 - What skills should a person have to retrieve information effectively? Briefly discuss (8 marks)
 - What are the challenges faced by users in online information retrieval process? Explain with examples. (8 marks)

9. Write short notes on any 4 topics of the following

- i. Loosjes model on documentation
- ii. International documentation centers
- iii. Information seeking models
- iv. Cyclic documentation process
- v. Network nodal points in Sri Lanka
- vi. Information searching techniques

(5 X 4 = 20 marks)