THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HUMANITIES AND SOCIAL SCIENCES
INFORMATION STUDIES UNIT
BA HONOURS IN LIBRARY AND INFORMATION STUDIES
FINAL EXAMINATION – 2025/26
LEVEL 6 (SEMESTER II)
HSU6301 – DOCUMENTATION THEORY, PRACTICE AND SERVICES

DURATION: 3 hours

Date: 26.04.2026 **Time: 09.30am-12.30pm**

Instructions:
Answer only five (05) questions.
All questions carry equal marks

01 i. Explain what is "document" and "documentation" based on document theory, with a suitable example to support each explanation. 08 marks

ii. Briefly describe the main landmarks (social and technological) that led to the birth of documentation in the late 19th century and established it as a discipline by the mid 20Th C. 12 marks

02 i. Identify and explain each phase of Loosjes' Model of Documentation. 10 marks

ii. Think about a librarian who works at a national research library, who has to collect, organize, and share scientific publications with researchers. Match his/her daily responsibilities to each phase of the Loosjes model starting from the point of receiving a document to the library. 10 marks

03 i. Define information literacy in your own words 04 marks

ii. Why do you think Information literacy is essential for a university student? Discuss giving three (3) reasons. 06 marks

iii. Briefly explain methods a librarian can practically use to develop information literacy skills of university students. Limit your answer to five (5) methods. 10 marks

04 i. Explain in your own words what is information search and retrieval (ISR) 04 marks

ii. According to your view, what are the 4 essential components in any information retrieval system? 04 marks

iii. Information Search and Retrieval is the main focus of passive documentation. Briefly discuss three ways a librarian can assist a user to search for and retrieve information with suitable examples. 12 marks

05 "The quality of active documentation directly affects the effectiveness of the passive documentation". Explain the statement with at least five (5) examples. 20 marks

06 i. Briefly explain what is a "information seeking (IS) model" and list the main stages of Kuhlthau's (1991) IS model 08 marks

ii. Explain with example/s how a learner would pass the information seeking stages as mentioned in Kuhlthau's model. 12 marks

07 At present, user behavior in finding and using information has changed significantly compared to the past.

i. Identify five trends in how modern users search for and use information today. 08 marks

ii. Explain how libraries and information providers have changed their strategies to keep up with each trend. Support your answer with suitable examples. 12 marks

08 i. What is network based documentation centres? Explain in detail with objectives. 10 marks

ii. With reference to the NLDSB Act No. 51 of 1998, explain five specific documentation activities that the Documentation center of NLDSB Sri Lanka is mandated to carry out. 10 marks

09 Write short notes on any 04 of the following topics.

i. Indexing as a documentation tool
ii. The role of WHO as an international documentation center
iii. Evolution of information retrieval tools
iv. Documentation cycle by Shaw
v. Documentation as a main strategy of bibliographic control
vi. Role of online databases in documentation

4x5 = 20 marks