

Model Answer

AS-2764

B.A. (Hon's) Third Semester Examination, 2013
Library & Information Science
Paper : Second

(Documentation and Information Services)

Section – A

- i. Which indexing system is used in BNB?
Answer : (b), PRECIS
- ii. Index Medicus covers which subject?
Answer : (b), Medicine
- iii. The concept Xerography belongs to which broad subject?
Answer : (d), Reprography
- iv. The publisher of Encyclopaedia of Library & Information Science is
Answer : (d), Marcel Dekker
- v. According to Denis Grogan, Information Sources are of types
Answer : (b), Three
- vi. Science Citation Index is published by whom?
Answer : (c), ISI
- vii. The headquarter of NASSDOC is located at:
Answer : (c), Delhi
- viii. The appropriate source to know the Longitude and Latitude of a place is:
Answer : (b), Atlas
- ix. For which type of Information Services 'Matching' is executed:
Answer : (b), SDI
- x. Among the followings, which organization is providing Document Delivery Services?
Answer : (d), INFLIBNET

Section – B

Q. 2. What do you mean by documentation? Explain the characteristics of documentation work and documentation service.

Answer:

Here we have to give the Definitions of Documentation as given by various professionals of library and information Science including S.C. Bradford, J.H. Shera, S.R. Ranganathan. Based on the opinion of various professionals of LIS, a general definition may be given at the end.

The characteristics of documentation work and service may be explained as follow:

1. Documentation work is done as preparatory activities of to documentation service.
2. It is based on anticipation
3. It is a continuous process involving analysis and preparation of retrieval aids.
4. It may not done at individual level. Every commercial organization, for better performance perform this job in a regular interval
5. It involves some specialized techniques.

While the main characteristics of documentation service are:

1. Documentation service is the ultimate goal of all documentation work. It can be said that it is second stage of information service
2. It is based on actual and expressed demands of the user. The question of anticipation is not existed over here.
3. It is mainly concerned with searching, locating and supplying documents or information
4. It provides by individual centres. So the nature of such services is different from organization to organizations.

Q. 3. Explain the use of various types of documentary sources with suitable example.

Answer:

In this question answer should be: first identification of various documentary sources and then explain their purpose and function. Why and when a user may consult such information sources should be explained here. Documentary sources includes Books, Periodicals, Government publications, Dissertations & Thesis, Reports, Pamphlets, Standards etc. Under books one have to mention sources like dictionaries, encyclopaedias, yearbooks, gazetteer, maps & atlases, directories, handbooks, etc and elaborate their functions.

Q. 4. Why awareness from information is essential? Explain various ways and means of Current Awareness Service.

Answer:

Awareness is essential to update yourself with latest information. It is one type of literacy which is essential for every researcher in present day. Without awareness one can not know what are the latest trends in the concerned fields?

Various means of Current Awareness Service CAS are :

- a. Journal Circulation
- b. List of Periodical Received
- c. Current Contents Service
- d. Current Awareness List
- e. Library Bulletins
- f. Announcement of Research-in-Progress
- g. Notification of Forthcomings Meetings
- h. Daily-intelligence Service
- i. Newspaper Clipping Service

Q. 5. What activities are involved in translation? Explain the role of various translation pools

Answer:

Translation activities include

- a. Identification of source language
- b. Consultation of dictionaries/thesaurus
- c. Preparation of intermediate language
- d. Proofreading
- e. Translated to target language

In the next step the activities of NTC, Chicago; ITC, Delft; BLLD, UK and INSDOC (NISCAIR) need to be discussed.

Q. 6. Discuss in detail the function and activities of NASSDOC.

National Social Science Documentation Centre (NASSDOC) as established in 1969 as a Division of the ICSSR with the objective to provide library and information support services to researchers in social sciences.

Function of NASSDOC includes:

- To serve as a national agency for providing information and services in the field of social sciences.
- Providing documentation and information service to the social scientists.
- Providing add-on services like photocopy, translation, document deliver etc. as and when needed.

The main activities of NASSDOC can

- Documentation Library and Reference Service;
- Collection of unpublished doctoral dissertations, research project reports, current and old volumes of social science journals of Indian and foreign origin;
- Literature Search Service from printed and digital databases, i.e CD-ROMS, floppies, Online database etc;
- Compilation of short bibliographies on request;
- Study grant to doctoral students for collection of research material from various libraries located in different parts of India;
- Financial assistance is provided for taking up bibliographical and documentation projects;
- Document Delivery Service is provided by procuring books and journals on Inter-library loan or by photocopying the documents;
- Short-term training courses are organized for the research scholars, social scientists, librarians and IT professionals to acquaint them with the latest information and communication technology; and
- Cyber Cafe, to facilitate access to internet resources on social sciences.

Q.7. What do you mean by Reprography? Discuss various process and mechanics of Reprography.

Reprography is a process of copying and duplicating a source documents. It signifies all various activities and techniques that are associated with the facsimile reproduction of documents. In present day this process is done through various mechanical and electronic devices.

Reprographic techniques can be categorized into two broad categories: Non-photographic and Photographic. The non-photographic techniques further classified into: Manual transcription, and Mechanical techniques. The manual process is subdivided further into Typewriter, Electronic typewriter and Flexowriter. On the other hand mechanical technique is divided into Stencil duplicating process, Offset duplicating process and Hectographic process.

The photographic techniques involve two steps: exposure to original document and development of image into a readable copy. Method of exposure can be through direct contact, contact/reflex method or optical method. In development process mostly silver halide process, diazo process, thermofax process, and Xerography process are followed.