

THE OPEN UNIVERSITY OF SRI LANKA  
 INFORMATION STUDIES UNIT  
 FACULTY OF HUMANITIES AND SOCIAL SCIENCES  
 BA (HONS) IN LIBRARY AND INFORMATION STUDIES  
 FINAL EXAMINATION – 2024/2025  
 LEVEL 5 (SEMESTER II)  
 HSU5304: INDEXING AND ABSTRACTING



**DURATION: THREE (03) HOURS ONLY**

**Date: 08.03.2025**

**Time: 1.30pm- 4.30pm**

**Instructions**

**Answer only five (05) questions**

**All questions carry equal marks**

1.
  - i. Define what is indexing? 02 marks
  - ii. Write 03 significances of indexing 06 marks
  - iii. Briefly describe pre-coordinate indexing, specially focusing on its two (02) key concepts and process of pre-coordinate indexing. 12 marks
  
2.
  - i. Name five (05) pioneers contributed to developing indexing systems for effective information retrieval 05 marks
  - ii. Explain significant contributions made by three (03) above-mentioned pioneers to the field of indexing. 15 marks
  
3.
  - i. List five (05) functions of a keyword 05 marks
  - ii. Explain how to create the following three (03) keyword indexing systems, providing one example for each: Keyword in Context (KWIC), Keyword out of Context (KWOC), and Chain indexing. 15 marks

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|----|------|---|--------------|
| 4. | i.   | Briefly explain the history of indexing services in Sri Lanka   | 08 marks     |
|    | ii.  | Write a short essay about two (02) major institutions involved in indexing services in Sri Lanka, providing details on four (04) indexing products developed by those institutions. | 12 marks     |
|    |      |   |              |
| 5. | i.   | What is meant by document analysis and needs analysis.  | 08 marks     |
|    | ii.  | Indexing efficiency directly impacts the retrieval efficiency. Considering this relationship, describe how subject analysis helps users in effective information retrieval          | 12 marks     |
|    |      |   |              |
| 6. |      | Explain how an indexer performs the subject analysis process in five (05) steps to index a document for effective information retrieval.  | 20 marks     |
|    |      |   |              |
| 7. | i.   | List three (03) functions of abstracting services   | 03 marks     |
|    | ii.  | Name five (05) important web-based abstracting services and briefly explain any three (03) out of those abstracting services.   | 17 marks     |
|    |      |   |              |
| 8. | i.   | State three (03) differences between an abstract and an executive summary   | 06 marks     |
|    | ii.  | Briefly explain how to prepare an abstract, especially focusing on seven (07) steps of abstract preparation process.  | 14 marks     |
|    |      |   |              |
| 9. |      | Write short notes on any four (04) of the following topics.   |              |
|    | i.   | Card based indexing systems   |              |
|    | ii.  | Uniterm indexing  |              |
|    | iii. | Evaluation of indexing systems  |              |
|    | iv.  | Bibliographic databases   |              |
|    | v.   | Components of a citation index  |              |
|    | vi.  | Vocabulary tools in indexing  | 5x4=20 marks |