

National Institute of open schooling
Senior Secondary Course : Library and Information Science
Lesson 16 b : Information Retrieval tools: Cataloguing, indexes subject heading
Worksheet - 16

1. What are the tools you would like to provide to your users for smooth information retrieval?
2. Catalogue is a window to library collection how will you explain this statement ?
3. When libraries are making physical form of catalogue, card how many forms of cards are to be prepared ?
4. What do you understand by indexing in a library, explain when you were able to make use of index in a particular search ?
5. Where are we using subject heading lists ?
6. What do you understand by subject cataloging ?
7. Have you seen Sears List of Subject Headings in a library ? Try to find the Narrower Term (NT) for Animal. Broader Term (BT) for Special Education Related Term (RT) for Fiction. You can check all the terms from web.
8. Can you differentiate between a “thesaurus” and a dictionary”
9. How many types of indexes are there ? Which one will you prefer for your users?.
10. How many types of term relationship are in Library of congress list of subject headings ?