

ILT101: INFORMATION LITERACY SKILLS
STUDY GUIDE FOR END OF SEMESTER EXAM
SECTION B

1. a. Define Information Literacy [2 marks]
Information Literacy is the set of skills needed to find, retrieve, analyse and use information. page 3
- b. Discuss any three characteristics of an information literate person. [6 marks]
The information literate person is able to:
- Determine the nature and the extent of the information needed.
 - Gain access to needed information effectively and efficiently.
 - Evaluate information and its sources critically
 - Understand the economic, legal and social issues surrounding the use of information and accesses and uses information ethically and legally.
 - Use information effectively to accomplish a specific purpose. page 4
- c. Mention four criteria that could be used in evaluating documents from the internet. [4 marks]
- Reliability
 - Authority
 - Currency/Timeliness
 - Relevance
 - Accuracy/Completeness
 - Credibility
- page 74
- d. Explain any of the two criteria listed in (c) above. [8 marks]
See pages 74, 75 and 76 for explanations.
2. a. List two misuses of the internet. [2 marks]
- Virus threat
 - Spam
 - Internet fraud
 - Pornography
- page 59

b. Mention four devices that could be used to access information on the Internet. [8 marks]

c. Enumerate four examples of broadband connections. [4 marks]

- Satellite modem connection
- Mobile broadband
- Cable modem connection
- Digital Subscriber Line modem connection
- Wireless

page 52

d. Give two reasons why broadband connection is preferred to Dial-up connection.

- Broadband connection has higher access speed.
- It can also provide cheap phone services via VoIP technology.
- It is convenient because the internet connection is always on.

3. a. List three advantages of a digital library. [6 marks]

- Access to information is quicker due to the use of computers and a network of computers.
- Provides access to content in different and more appealing forms including animation, graphical, audio and video.
- Information can be accessed anywhere and at any time.

page 8

b. Give any three definitions for a special library. [6 marks]

A special library may be defined as:

- A library maintained by an individual, corporation, association, government agency or any other groups.
- A library provided by a learned society or a government department or commercial firm to organise materials relating to the firm.
- A special branch of a public library serving a particular interest, group or occupation.

pages 17, 18.

c. Give four categories of an abstract. [4 marks]

- Informative abstract
- Indicative abstract
- Mixed abstract
- Listing abstract
- Author abstract

page 37

d. There are several types of bibliographies. Name four bibliographies you have studied. [4 marks]

- Author bibliographies
- Subject bibliographies
- National bibliography
- Book Trade bibliography

page 44

4. a. What is a reference material? [2 marks]

It is a reference source that contains facts that have been brought together from many sources and organised for quick and easy use.

page 26

b. State five characteristics of a reference material. [5 marks]

- They are meant to be consulted in the library and not to be borrowed.
- They are not meant to be read from cover to cover.
- They are housed in separate sections of the library such as the Reference Section.
- They are revised from time to time to keep abreast with recent developments.
- The library usually buys a copy or in rare cases, two, because they tend to be expensive.

page 27

c. State the types of libraries you know of. [5 marks]

- i. Public libraries
- ii. Academic libraries
- iii. Special libraries
- iv. National library
- v. Senior High School library

page 12

d. State five functions of a national library. [5 marks]

- i. Copyright deposit
- ii. International exchange
- iii. General reference services
- iv. Training of library personnel
- v. Inter-library loan services

see page 23 for more

5. a. State five uses of dictionaries. [5 marks]

- i. Spelling
- ii. Etymologies
- iii. Definitions
- iv. Pronunciation
- v. Grammatical information

page 33

b. Give three examples of directional tools in a library. [5 marks]

- i. Bibliographies
- ii. Indexes
- iii. Abstracts

page 26

c. List three uses of an encyclopaedia. [3 marks]

- i. They provide a source of background information for both the expert and the layperson.
- ii. They are directional. They have bibliographies that help the reader to find additional information in other literature.
- iii. They provide answers to fact questions.

page 31

d. Name two services of a public library. [2 marks]

- i. Reference services
- ii. Children's services/literature

***consult module or internet for more

6. a. List five advantages of traditional libraries. [5 marks]

- i. Stable collection
- ii. Free and universal access to their collections
- iii. Can be used without electricity
- iv. Documents can easily be photocopied
- v. No computer expertise is required on the part of the library staff or the users.

*** (read about the disadvantages too)

page 7

b. List five ways of evaluating a reference material. [5 marks]

- i. Authoritativeness
- ii. The date and edition of the publication
- iii. The scope of the work
- iv. Comprehensiveness
- v. Accuracy

page 28

7. How would you assess the quality of a reference material? Use the encyclopaedia to illustrate your answer. [40 marks]

To score maximum marks, explain the five points in question 6.b. above, using the encyclopaedia as the reference material whose quality you are assessing.

8. How would you describe ONE of the underlisted libraries to a colleague student?
- i. The Special Library
See page 17
 - ii. The Academic Library
See page 16 [40 marks each]
9. a. Libraries are established to perform different functions. What are the functions of the school library? [30 marks]
- i. Develops the reading habit of students
 - ii. Broadens students' knowledge
 - iii. Contributes to the total development of students.
 - iv. etc...
- page 21
- b. Describe a dictionary into details. [10 marks]
See page 31.
10. List four major internet search tools and explain them with examples.
- i. Search engines
 - ii. Meta-search engines
 - iii. Subject gateways
 - iv. Databases
- page 63
11. Explain four uses of the internet as a student of the College of Education. [20 marks]
- i. Education and research
 - ii. Information dissemination
 - iii. Communication
 - iv. E-commerce
 - v. Entertainment
- page 55
12. a. Elucidate five functions of the National Library. [10 marks]
Refer to question 4.d. above
- b. Give five characteristics of reference materials. [10 marks]
Refer to question 4.b. above
13. a. What makes a Special Library "special"? Outline five criteria.
A library is said to be SPECIAL when:
- i. Its collections are of a specialised nature.
 - ii. It serves a specialised body of users
 - iii. It offers a specialised and usually personalised service
 - iv. It has a staff with specialised training in particular subjects or methodology

v. It serves scientific and technological organisations.

see page 18

[10 marks]

b. Give five criteria in evaluating reference materials.

[10 marks]

i. Authoritativeness

ii. The date and edition of the publication

iii. The scope of the work

iv. Comprehensiveness

v. Accuracy

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OTHER AREAS TO BE CONSIDERED

i. Encyclopaedias and dictionaries - page 30

ii. Directional search tools vs. Source type resources - page 26

iii. Effective searching - UNIT 2, Session 5

iv. Definition of Computer Networks - page 50

v. LAN vs. WAN vs. WLAN vs. MAN vs. CAN - page 51

vi. Definitions of the following terms:

- Internet protocol
- Search engine
- Browser
- Bandwidth

vii. Databases and the various types (full text database, image database, etc.)
page 65.

viii. The types of libraries, their services, functions, advantages and disadvantages.

END

NB: This study guide is not exhaustive as there may be a number of areas left uncovered. The candidate is entreated to try and revise such areas as well.

For an audio-visual format of ILT101 Quiz 2 questions, click on the link below.



<https://youtu.be/c46j-43wsGs>



DISCLAIMER!!!

UCC as a top-notch educational institution has loads of questions in its bank and well versed in the setting of examination questions. The likelihood of shying away from past questions and setting totally new questions from the modules is very high, and candidates are hereby cautioned not to rely ENTIRELY on past questions; neglecting their modules in the process. Thank you.

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