



THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December /April/May /July 2014

Originating Campus: Cave Hill Mona St. Augustine

Mode: On Campus By Distance

Course Code and Title: **LIBS3005 – MANAGEMENT OF LIBRARIES IN
SELECTED ENVIRONMENTS**

Date:

Time:

Duration: **2 Hours**

Paper No:

Materials required:

Answer booklet: Normal Special Not required

Calculator: Programmable Non Programmable
(where applicable)

Multiple Choice answer sheets: numerical alphabetical 1-20 1-100

Auxiliary/Other material(s) – Please specify:

Candidates are permitted to bring the following items to their desks:

Instructions to Candidates: This paper has 2 pages & 7 questions.

Candidates are reminded that the examiners shall take into account the proper use of the English Language in determining the mark for each response.

**ANSWER THREE (3) QUESTIONS. DO QUESTION ONE (1) AND ONE (1) FROM
EACH OF SECTIONS (A) AND (B).**

The University of the West Indies

Course Code

20...../...../.....

DO NOT WRITE OR TYPE ON THE BACK OF THIS SHEET: USE ONE SIDE ONLY

INSTRUCTIONS: Each page must be signed by the First and Second Examiners, and where applicable the University and External Examiners. Completed forms should be handed to the Senior/Assistant Registrar (Examinations). Where applicable, the EXTERNAL EXAMINER is required to sign the question paper and return it with comments, if any, (on a separate sheet), to the Senior/Assistant Registrar (Examinations).

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First Examiner

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University Examiner (where applicable)

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Second Examiner

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External Examiner (where applicable)

Date: 20...../...../.....

Date: 20...../...../.....

1. Planning is one of the main managerial responsibilities in both the academic and special library. Identify **THREE (3)** types of plans relevant to these libraries. Describe each making sure to highlight its purpose.

SECTION A

2. List the main characteristics of the special library and write brief notes on **FIVE (5)** of these.
3. Discuss **FIVE (5)** major barriers to effective service in special libraries and suggest how these can be minimized.
4. Write brief notes (no more than 2 paragraphs) on **FIVE (5)** of the following in relation to special libraries:

Specialized and personalized service

In-house publications

Ethics and leadership

Supervising

Records management and the special librarian

Information needs assessment

Customer service

Collection development policy

SECTION B

5. Assess the value of branch libraries in universities. Illustrate your answer with examples.
6. Demonstrate your understanding of NATIS and outline the contributions which academic and research libraries can make towards its achievement in any territory of the Caribbean.
7. Discuss how the new information communication technologies have enabled university libraries to provide better user services.

END OF EXAMINATION

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