



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: **LIBS6106 – MANAGEMENT OF LIBRARIES AND INFORMATION UNITS**

Date: **December 16, 2014**

Duration: **3 Hours**

Time: **9:00 – 12:00 noon**

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 & 6 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.

YOU ARE REQUIRED TO ANSWER THREE (3) QUESTIONS.

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).

.....
First Examiner

.....
University Examiner (where applicable)

.....
Second Examiner

.....
External Examiner (where applicable)

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

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

1. (a) Discuss the meaning of “Management.”
 (b) Explain Henri Fayol’s PODSCORB and say how applicable this theory is in the management of libraries and information units.

2. (a) Distinguish between Traditional Organizations, Charismatic Organizations and Rational/Bureaucratic Organizations.
 (b) Explain how Max Weber’s position on the characteristics of the bureaucratic organization acts as a guide for the effective management of libraries and information units.

3. Discuss the unique role and function of a type of library or information unit of your choice and examine its management structure in light of **TWO (2)** factors which affect the choice of an appropriate structure for an organization.

4. (a) Explain the term “Information Professional.”
 (b) Discuss **FOUR (4)** personal competencies of the Twenty-first Century information professional as outlined by the special Libraries Association (2003).

5. Discuss the importance of budgeting in a library. Identify **TWO (2)** budgeting techniques, outlining the advantages and disadvantages of each.

6. “In order for a library to be efficiently and effectively managed, the manager must be a trained librarian.” Discuss.

END OF EXAMINATION

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).

.....
 First Examiner

.....
 University Examiner (where applicable)

.....
 Second Examiner

.....
 External Examiner (where applicable)

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

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