



THE UNIVERSITY OF THE WEST INDIES

Semester I ☒ Semester II ☐ Supplemental/Summer School ☐

Examinations of December ☒ /April/May ☐ /July ☐ 2013

Originating Campus: Cave Hill ☐ Mona ☒ St. Augustine ☐

Mode: On Campus ☒ By Distance ☐

Course Code and Title: LIBS1201 – MANAGEMENT OF INFORMATION UNITS I

Date: Friday, December 20, 2013

Time: 1:00 – 3:00 PM

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 & 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.

ANSWER ANY 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).

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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. Identify **FOUR (4)** management functions and explain how each is important in enabling the information unit to achieve its mission.
- 2. Identify and explain **FOUR (4)** procedures to follow in ensuring that the best staff is recruited for Caribbean library and information units.
- 3. Using examples, explain **THREE (3)** factors which must be considered when planning library programmes to meet the needs of clients.
- 4. Identify and discuss **FOUR (4)** reasons for fiscal control in the management of library and information units.
- 5. Discuss, using **FOUR (4)** examples, possible methods which may be employed to ensure effective communication processes in library and Information organisations.
- 6. Discuss, using **FOUR (4)** examples, why Caribbean libraries and information organisations should adopt good ethical standards in their operations.

END OF EXAMINATION

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