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 ☒

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.
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