EXAMINATION OF DECEMBER 2005

Code and Name of Course: LS61A – MANAGEMENT OF INFORMATION UNITS

Date and Time: Tuesday, December 13, 2005: 1:00-4:00 p.m.

INSTRUCTIONS TO CANDIDATES: This paper has 3 page(s) and 26 questions

ANSWER ALL QUESTIONS IN THE BOOKLET PROVIDED

Introduction to Library Management

1. Suggest FOUR (4) advantages to librarians of the study of library management.

Classical Theory

2. Discuss the significance to librarians of any FOUR (4) principles of management advocated by Henri Fayol.

Scientific Management Theory

3. Demonstrate your knowledge of the experiments conducted by Taylor and comment briefly on their outcomes.

Human Relations Theory of Management

4. Describe briefly one of the experiments conducted by Mayo and state its findings.

5. Highlight your understanding of the Mary Parker Follett’s philosophy.

The Planning Process

6. Give FOUR (4) reasons to justify the importance of planning.

7. Elaborate on the following steps involved in the planning process:
   a. Identification of objectives
   b. Determination of alternatives

Duration: 3 hrs.
The Organizing Process

8. What in your opinion are some of the factors which can affect the organization process?

9. Demonstrate briefly your understanding of the significance of the following:
   a. Organization charts
   b. Organization manuals

Staffing

10. What strategies would you adopt to justify to the library authorities the need to establish a new professional post in your library?

11. How is job analysis done?

12. Elaborate on the SIX items of information that you feel ought to be included in a job advertisement.

Staff Induction

13. Suggest the importance of staff induction and indicate the type of induction programme you will prepare to introduce a new member of staff to your library.

Staff Communication

14. Express your views on the importance of library committee meetings.

Performance Appraisals

15. What are the objectives of performance appraisals?

16. Discuss briefly the advantages to the organisations and employees of performance appraisals.

Motivation/Leadership

17. What are some of the basic requirements for motivation?

18. Highlight some of the factors which can guide managers to adopt appropriate styles of leadership.

19. According to Fiedler’s model three situational variables determine how favorable any particular situation is for the leader. Demonstrate briefly your understanding of each of the variables.

20. Evaluate the significance of McGregor’s Theory X and Y.

21. Which among the four systems of management described by Likert do you like? Explain why.

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Budgeting

22. There are several budgeting techniques that can be used to prepare a budget. Explain your understanding of the line-item budget.

23. How can managers ensure proper accountability of the financial resources entrusted to them?

Management of Change

24. Identify some of the causes of staff resistance to change in libraries.

25. Suggest briefly the strategies you would adopt to minimise or overcome the resistance of staff in libraries.

Library Estate

26. Describe briefly the considerations involved in preparing a brief for the construction of a new library building.

END OF PAPER