



UNIVERSITY EXAMINATIONS

**THIRD YEAR EXAMINATION FOR THE AWARD OF THE
DEGREE OF BACHELOR OF INFORMATION SCIENCE**

SECOND SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)

INS 312: MANAGEMENT OF ELECTRONIC RECORDS

STREAM: Y3 S2

TIME: 2 HOURS

DAY: FRIDAY, 12.00–03:00 PM

DATE: 30/11/2023

INSTRUCTIONS

- 1. Do not write anything on this question paper.***
- 2. Answer Question ONE [Compulsory] and any other TWO Questions***

QUESTION ONE

- Explain five benefits of Digitization of library resources (10 marks)
- Explain five characteristics of electronic resources (10 marks)
- State five advantages of electronic resources (5 marks)
- State five problems of digitization of Library resources (5 marks)

QUESTION TWO

a) Explain six features of electronic resources (12 marks)

b) State and explain four disadvantages of electronic resources (8 marks)

QUESTION 3

Discuss Back end management of electronic records in detail (20 marks)

QUESTION 4

(a) Highlight the various features of front end management of electronic records (14 marks)

(b) Name three ways of storing electronic records (6mks)

QUESTION 5

(a) Define electronic records (3mks)

(b) Langat health center recently introduced the use of e-records. What are the challenges its likely to experience (17mks)