



## **UNIVERSITY EXAMINATIONS**

### **FIRST YEAR EXAMINATION FOR THE AWARD OF THE CERTIFICATE IN INFORMATION SCIENCE**

**SECOND SEMESTER 2023/2024**

**[JAN – APRIL, 2024]**

### **CLIS 109: ADMINISTRATION OF INFORMATION AND RECORD CENTRES**

**STREAM: Y1 S2**

**TIME: 2 HOURS**

**DAY: TUESDAY, 12:00 - 2:00 P.M.**

**DATE: 23/04/2024**

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#### **INSTRUCTIONS**

- 1. Do not write anything on this question paper.**
- 2. Answer question ONE (Compulsory) and any other TWO questions.**

1.
  - a) Define the term Management (2 marks)
  - b) Explain the role of statistics in library and information centres (10 marks)
  - c) Discuss various sources of statistics in library and information centres (10 marks)
  - d) Explain the role of administration structures (8 marks)
2.
  - a) Explain the Importance of library and information centers administration (10 marks)
  - b) Explain functions of goals and objectives in an information Centre (10 marks)
3.
  - a) Discuss principles of management by Henry Fayol (10 marks)
  - b) Explain reasons why information centres have to be funded (10 marks)
4.
  - a) Discuss various budgeting techniques (10 marks)
  - b) Explain the role of rules and regulations in an Archival institution (10 marks)

5.

- a) Explain responsibilities of various personnel in library and information Centres (10 marks)
- b) Discuss areas covered by rules and regulations in libraries (10 marks)