



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)
University Examinations for 2013/2014

SCHOOL OF HUMANITIES

DEPARTMENT OF SOCIAL SCIENCE

Diploma in Information studies – Year 1

Management of libraries and other information centers/PPM

Date: 21/7/2014

Time: 2 HRS

INSTRUCTIONS

Answer all questions

1. Explain the meaning of the following terms as used in management
 - i. Management
 - ii. Authority
 - iii. Leadership
 - iv. Manager
 - v. Beaucracy. (10 marks)
2. Explain any five Fayol's principle of management. (10 marks)
3. Highlight five features of a good managed information resource. (10 marks)
4. Explain five advantages of MIS as used in information centre. (10 marks)
5. Highlight five factors to be consider when conserving information materials in an information centre. (10 marks)
6. Explain five disposal methods applicable in MUC library. (10 marks)
7. Highlight any five functions of rules and regulations in an information centre. (10 marks)