



# MACHAKOS UNIVERSITY COLLEGE

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

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF SOCIAL SCIENCE

Examination for Diploma in Management of Libraries and other Information Centers

## INFORMATION STUDIES

**Date: 27/7/2014**

**Time: 2 HRS**

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### ***INSTRUCTIONS***

***Answer all questions***

1. Highlight five factors to consider when drawing up an organizational chart. (10 marks)
2. Explain five ways used by information centers to ensure that rules and regulations are observed by users. (10 marks)
3. Highlight five criteria used to identify selection tools in an information center. (10 marks)
4. Explain five challenges likely to be encountered by a library that is under founded. (10 marks)
5. Explain five challenges faced by a country which has no archival resources. (10 marks)
6. Highlight five reasons for stocktaking in an information centre. (10 marks)
7. Explain five factors to be considered in staffing the library. (10 marks)