



MACHAKOS UNIVERSITY COLLEGE

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

SCHOOL OF HUMANITIES

DEPARTMENT OF COMMUNICATION AND LIBERAL STUDIES

Examination for Diploma 1 in Information Studies

MANAGEMENT OF LIBRARIES AND OTHER INFORMATION CENTRES

Date: 21/7/2014

Time: 2 HRS

INSTRUCTIONS:

Answer all questions

1. Explain the meaning of the following terms as used in management. (10 marks)
 - (i) Management
 - (ii) Authority
 - (iii) Leadership
 - (iv) Manager
 - (v) Beaucracy
2. Explain any five Fayol's principles 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 centres. (10 marks)
5. Highlight five factors to be considered 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)