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UNIVERSITY

UNIVERSITY EXAMINATIONS

EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN LIBRARY AND INFORMATION SCIENCE

BLIS 404: LIBRARY SUPERVISION AND MANAGEMENT

STREAMS:

TIME: 2 HOURS

DAY/DATE: TUESDAY 18/4/2023

8.30 A.M. – 10.30 A.M.

INSTRUCTIONS:

1. This examination paper has **FIVE** (5) questions.
2. Candidates are required to attempt QUESTION 1 and any other **TWO** questions
3. No reference material **OF ANY KIND** should be carried into the examination room.
4. **DO NOT** write on the question paper
5. Start every question on a **FRESH** page

QUESTION ONE (30marks)

- a) Explain five initiatives for helping library managers in meeting their goals and objectives towards adequate measurement tools. (10 marks)
- b) Discuss five Henri Fayol's administrative principles that library managers can apply in their daily duties. (10 marks)
- c) Describe five features of communication process model used by supervisors in libraries. (10 marks)

QUESTION TWO (20 marks)

- a) Discuss five reasons for applying management skills in libraries. (10 marks)
- b) Explain five features of job descriptions in organizations. (10 marks)

QUESTION THREE (20 marks)

- a) Describe Maslow's five levels of individuals' needs important to library managers. (10 marks)

- b) Explain five errors that occur during performance appraisals in organizations highlighting ways of reducing the error. (10 marks)

QUESTION FOUR (20 marks)

- a) Explain five categories of conflicts of interests faced by library managers. (10 marks)
- b) Discuss five management roles performed by library managers. (10 marks)

QUESTION FIVE (20 marks)

- a) Discuss five roles according to Mintzberg performed by library managers. (10 marks)
 - b) Discuss five techniques developed in the management of financial aspects of libraries. (10 marks)
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