



## TECHNICAL UNIVERSITY OF MOMBASA

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School of Humanities and Social Sciences

Social Sciences

### UNIVERSITY EXAMINATION FOR:

BACHELOR IN LIBRARY & INFORMATION SCIENCE

HIS 4404: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

**SERIES:** JULY 2025

**TIME:** 2 HOURS

**DATE:** Jul 2025

### Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other **TWO** questions.

**Do not write on the question paper.**

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### Question ONE

- i. Discuss **FIVE (5)** advantages of documented policies in libraries/information centres [10 marks]
- ii. Explain **FIVE (5)** principles of management in libraries/information centres [10 marks]
- iii. Explain **FIVE (5)** methods used to establish departments in libraries/information centres [10 marks]

### Question TWO

- a) Explain **Five (5)** functions of management in a library/information centres [10 Marks]
- b) Explain **FIVE (5)** components of SWOT Analysis in assessment of environment [10 Marks]

### Question THREE

- a) Explain **FIVE (5)** types of policies that can be used in the library [10 Marks]
- b) Using illustration, discuss **FIVE (5)** motivation theory proposed by Psychologist Abraham Maslow [10 Marks]

### Question FOUR

- a) Discuss **FIVE (5)** guidelines of management by objectives [10 Marks]
- b) Discuss one leadership style theory that is applicable in libraries/information centres [10 Marks]

Marks]

### Question FIVE

- a) Explain **Five (5)** characteristics of a good policy [10 Marks]

b) Using illustration, discuss the **Ten (10)** use of Program Evaluation and Review Techniques (PERT)  
[10  
Marks]