

2913/101

COLLECTION MANAGEMENT

November 2021

Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN INFORMATION SCIENCE

MODULE I

COLLECTION MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SEVEN questions.

Answer any FIVE questions in the answer booklet provided.

Candidates should answer the questions in English.

This paper consists of 2 printed pages.

Candidates should check the question paper to ascertain that both pages are printed as indicated and that no questions are missing.

1. (a) Explain the criteria that may be used to evaluate acquisition selection tools in a library.
 - Cost - Availability of spare parts - Accuracy (12 marks)
 - Durability - Users needs - Accessibility
- (b)* Highlight **four** reasons that may hinder an information centre from formulating a collection development policy.
 - Late budgets - ~~A lack of pol~~ (8 marks)
 - Insufficient funds - Staff
2. (a) The library you work for has requested you to evaluate the suppliers of information materials. Explain **six** factors you may consider in carrying out this exercise.
 - Reputation of the supplier - Cost - Accessibility (12 marks)
 - Currency of information - Competency - Reliability
- (b) Highlight **four** ways in which a library can raise funds to finance its activities.
 - Selling of donated materials - Through subscription (8 marks)
 - Grants from parent organisation
3. (a) Explain the criteria that may be used to repackage information materials in a dissemination centre.
 - Nature of the material - The sources to be combined (12 marks)
 - Currency of the material - The needs of the people - The format to be used
- * (b) Explain **four** challenges that may be experienced by Kenyan universities in sharing their information resources.
 - Unwillingness - Transmission of unreliable info (8 marks)
 - Copyrights
4. (a)* Highlight **six** areas that may be included in an annual budget of a collection development department in a library. (12 marks)
- (b) Explain **four** advantages of having a selection policy of information materials in an information centre.
 - Historical development comparison - Decision making (8 marks)
 - Links of the community - 1
5. (a) Highlight **six** advantages of digitizing information materials in an information centre.
 - Easy info retrieval ✓ - Easy creation of info made easier (12 marks)
 - Systematic storage - Protection enhanced ✓
- (b) Describe **four** benefits of using security guards in a public library. (8 marks)
6. (a) Explain **six** challenges that may be faced by a library that uses unprocessed information materials.
 Errors lack of organization (12 marks)
 Many duplicates Repetition of same information
- (b) Highlight **four** challenges that a library may face in managing non-print information materials. (8 marks)
7. (a) Kimalel Research Library has an unbalanced collection. Explain **six** factors that may have led to this situation. (12 marks)
- (b) Highlight **four** challenges that may be encountered by a library in receiving large supplies of information materials. (8 marks)

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