



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

MAY-JUNE SERIES

PROGRAMME

NATIONAL CERTIFICATE IN RECORDS AND INFORMATION MANAGEMENT

PAPER NAME

BASIC LIBRARY OPERATIONS AND MANAGEMENT

PAPER CODE

NCLO115

YEAR I, SEMESTER I

2 ½ HOURS

TUESDAY, 18TH MAY, 2021

INSTRUCTIONS TO CANDIDATES

1. *This paper consists of **two** sections **A** and **B**.*
2. *Section **A** is compulsory and carries **20** marks.*
3. *Section **B** consists of **six** questions. Answer only **four** questions from this section.*
4. *All questions carry equal marks.*
5. *All answers to each question should begin on a fresh page.*
6. ***Do not** write on the question paper.*
7. *All answers and rough work should be done in the official answer booklet provided.*
8. *Read other instructions on the answer booklet.*

SECTION A – (20 MARKS)

Answer all questions in this section.

Question One

- (a) Define the term **bibliographic control** as used in library management. (02 marks)
- (b) List **two** users of a special library. (02 marks)
- (c) State **three** steps taken in conducting CAS. (03 marks)
- (d) Name **two** activities carried out in the reference department of the library. (02 marks)
- (e) Define the term **labelling** as used in library management. (02 marks)
- (f) Identify **three** ways of acquiring library materials. (03 marks)
- (g) Name **two** types of reference services offered in the library. (02 marks)
- (h) Outline **two** roles of an IT manager in libraries. (02 marks)
- (i) Define a **librarian creed** as applied in library and information science. (02 marks)

SECTION B - (80 MARKS)

Answer only four questions from this section.

Question Two

The academic library of Villa Vocational Institute hired you as a Library Assistant and among your duties is to develop subject bibliographies for the library.

- (a) Discuss **five** reasons for developing the above bibliography in your library. (10 marks)
- (b) Identify **five** challenges you would encounter when performing the above task. (10 marks)

Question Three

Rita, a Library Assistant in the Link Public Library was tasked to shelve library materials on a routine basis.

- (a) Explain **five** reasons why Rita has to carry out the above task regularly. (10 marks)
- (b) Discuss **five** other duties she is expected to perform on a regular basis. (10 marks)

Question Four

Nankya, a Library Assistant at MCF library has been tasked by her supervisor to label the new information materials received in the library.

- (a) Identify **five** benefits of carrying out the above activity to the library. (10 marks)
- (b) Discuss **five** challenges likely to be faced while carrying out the above task. (10 marks)

Question Five

You have been employed as the Librarian of Buluuba Primary School and one of your roles is to ensure proper management of the library. Using Fayol's views of management;

- (a) Explain **five** principles that you will follow to accomplish your roles. (10 marks)
- (b) Examine **five** functions of management. (10 marks)

Question Six

As a librarian of Mburo Primary School, you have been requested by your supervisor to carry out classification of library materials.

- (a) Explain **five** importance of carrying out the above activity. (10 marks)
- (b) Outline **ten** main classes of the Dewey Classification scheme used in classification of library materials. (10 marks)

Question Seven

You were assigned a task of ensuring that bibliographic control was in place for proper management of information materials.

- (a) Identify **four** elements of bibliographic control you would develop for the library. (08 marks)
- (b) Discuss **six** tools you would employ while carrying out the assigned task. (12 marks)

END