3813/101
COLLECTION MANAGEMENT
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Time: 3 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

HIGHER DIPLOMA IN LIBRARY AND INFORMATION MANAGEMENT
MODULE I

COLLECTION MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SIX questions.
Answer QUESTION 1 and any THREE other questions.
QUESTION 1 carries 40 marks.
All other questions carry 20 marks each.

This paper consists of 3 printed pages.

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

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1.   *Read the case below and answer the questions that follow:*

PAMBANO PUBLIC UNIVERSITY LIBRARY

Pambano Public University (PPU) was established in 1987, with a student population of one hundred and fifty. It had five lecturers, one university librarian and three library assistants. The university had a purpose built library whose collection was mainly books and journals received as gifts and donations from overseas.

The introduction of free primary education had subsequent government assisted secondary education, saw the number of students qualifying for university education admission increase. In order to meet the high demand, the Government directed all public universities to expand existing courses and introduce new ones where possible. To comply with this directive, PPU increased student intake to one thousand five hundred and employed twenty five lecturers. The library staff increased to eight.

Despite the population increased to Pambano Public University, the facilities and space available were inadequate. It was, therefore, decided that constituent university colleges be established based on subject specialization.

Most of the constituent colleges were set up far away from the main university. Due to the fact that the expansion of PPU was done rather hurriedly, it had to revise its budget allocations. The library budget allocation was inadequate to allow the purchase of information resources and facilities. The university management, therefore, decided to transfer some of the resources to constituent colleges.

As the years went by, the constituent colleges became independent of the main university and this financially affected PPU as it could not replace the resources which had been transferred to the constituent colleges. The library was most affected since it lost most of the information resources, facilities and professional staff.

The library was unable to satisfy the information needs of the students and lecturers due to limited information resources. Moreover, it became difficult for the library users to locate the available information materials as shelving was not done regularly. The few books purchased remained locked in the library store for a long time before being processed.

The e-journals needed for research purposes were not forth-coming as there was no money to pay for subscription. the library services deteriorated so much that the students protested. The Vice-Chancellor convened a Senate meeting to address the grievances of the students.

(a) Assume you are the university librarian at Pambano Public University.
Discuss **five** reasons that might have led to deterioration of the library services.

(10 marks)

(b) As the university librarian, you have been authorized to hire more library staff for Pambano Public University.
Analyse the factors that you should consider in the exercise. (12 marks)

(c) Describe the criteria PPU library should use in accepting gifts and donations.

(10 marks)

(d) Discuss the strategies that the librarian should use to improve the information retrieval at PPU library. (8 marks)

2. (a) Discuss **six** factors that should be considered in formulation of a collection development policy for an information centre. (12 marks)

(b) Explain the reasons for selecting suppliers of information materials.

(8 marks)

3. (a) Your library has been nominated by the government to benefit from a donation that will automate library services.
Discuss challenges the library is likely to encounter in automating its services.

(12 marks)

(b) Analyse the factors that should be considered in allocating funds in a university library.

(8 marks)

4. (a) Explain the criteria that should be applied in selecting electronic materials for a documentation centre. (12 marks)

(b) Explain **four** advantages of acquiring e-publications. (8 marks)

5. (a) Discuss the factors that should be considered when selecting journals for binding.

(12 marks)

(b) Explain the advantages of using Information Communication Technology (ICT) in resource sharing. (8 marks)

6. (a) Discuss the reasons for classifying information materials in a library. (12 marks)

(b) Describe the steps followed in processing serials in an information centre.

(8 marks)