UNIVERSITY OF FORT HARE

LIB 222

SUPPLEMENTARY EXAMINATION

JANUARY 2019

Time: 3 hours

Subject code: LIBRARY MANAGEMENT

Marks: 100

This paper consists of two pages including the cover page

Internal Examiners
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INSTRUCTIONS

1. Answer all questions.
2. It is in your best interest to write clearly and legibly.
Question 1
(a) Name and discuss four (4) leadership theories. (20)
(b) List five (5) tools used to facilitate communication in library/resource center management. (5)

Question 2
a) Define the term staffing. (5)

b) Enumerate and discuss four (4) functions of management. (20)

Question 3
i. Discuss three (3) levels of management as they apply to the management of libraries and resource centers. (15)

ii. Name five (5) attributes involved in leadership. (10)

Question 4
(a) Open door policy and communication policy/ statement are tools used to promote open communication within a library-working environment. Draw samples of each. (10)

(b) Discuss five (5) ways used in enhancing the effectiveness of communication in organisational/library management. (15)