

**UNIVERSITY OF FORT HARE**

**LIB 222**

**SUPPLEMENTARY EXAMINATION**

**JANUARY 2019**

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**Time: 3 hours**

**Subject code: LIBRARY MANAGEMENT**

**Marks: 100**

**This paper consists of two pages including the cover page**

**Internal Examiners**

**Mrs V.E. Feni-Fete**

**Mr F.E. Khayundi**

**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)