UNIVERSITY OF EMBU

2017/2018 ACADEMIC YEAR

SECOND SEMESTER EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE DEGREE OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE

LIS 126 AUTOMATION OF ARCHIVES

DATE: APRIL 5, 2018   TIME: 11:00AM-1:00PM

INSTRUCTIONS:

Answer Question ONE and ANY Other TWO Questions.

QUESTION ONE (30 MARKS)

a) Explain the meaning of automation in relation to library and information science.

(3 marks)

b) Explain five ways that ICT can be used in library and other information centres.

(5 marks)

c) State five components of ICT.   (5 marks)

d) Explain five types of electronic resources in the library   (5 marks)

e) Differentiate archives and records.   (5 marks)

f) A typical records and archives institution may be divided broadly into three primary areas of responsibility. Explain the three areas.   (5 marks)

QUESTION TWO (20 MARKS)

a) Explain five factors that hinder automation in libraries   (10 marks)

b) Discus the major components of an invitation to tender   (10 marks)

QUESTION THREE (20 MARKS)

a) Explain the factors to consider when selecting appropriate system for automation.

(10 marks)

b) Automation of records offices and records management operation covers a broad range of options. Explain the options. (10 marks)

QUESTION FOUR (20 MARKS)

a) Read the scenario below and then answer the questions that follow (10 marks)

A government archival institution is having difficulty managing the records scheduling process. There is insufficient information collected on agency functions and records to make disposal decisions. As a result, archives staff are constantly rechecking information and agency directors are reluctant to sign off on any schedules that are produced.

The creation of a records schedule involves such activities as functional analysis of the agency, analysis of the record-keeping systems, interviews of the officials in the effected office and perhaps other offices and legal research. These activities are initiated by records personnel.

However, in order for the schedule to be finalised it must be approved by the agency handling the records, legal counsel and perhaps some other government minister.

What problems do you identify within this records scheduling process? What parts of the process could be automated?

b) Discus the major problems in automating records and archives functions. (10 marks)

QUESTION FIVE (20 MARKS)

a) Discuss the reasons an organization might choose to automate records (10 marks)

b) Explain the steps involved in planning an automation project. (10 marks)

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