



ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

LIBRARY AND INFORMATION SCIENCE

SUBJECT: Library Operations and Procedures

PAPER NO: 338/S02

OCTOBER/NOVEMBER 2013 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer ANY FIVE (5) questions.
2. Each question carries 20 marks.

This paper consists of 2 printed pages.

PAPER NO.: 338/S02 – LIBRARY OPERATIONS AND PROCEDURES

QUESTION 1

Show how the following factors affect the choice of an issue system:

- a) The type of library (5 marks)
 - b) The size of the library (5 marks)
 - c) The nature and size of the user community (5 marks)
 - d) The nature and size of the library collection (5 marks)
- (20 marks)

QUESTION 2

Describe the acquisition process and highlight the steps involved in the acquisition of library materials.

(20 marks)

QUESTION 3

Demonstrate how implementing Ranganathan's five (5) laws of library science can lead to an improved library service.

(20 marks)

QUESTION 4

Explain the functions and services that a public library provides to the community it serves.

(20 marks)

QUESTION 5

Identify and explain ten (10) aspects that are covered by library rules and regulations.

(20 marks)

QUESTION 6

Identify and explain the duties of professional staff in any five (5) areas of library work.

(20 marks)

QUESTION 7

Suggest five (5) ways in which libraries may enhance the security of library resources.

(20 marks)

.../jl