

**UNIVERSITY OF ZAMBIA**  
**SCHOOL OF EDUCATION**  
**DEPARTMENT OF LIBRARY STUDIES**  
**POST GRADUATE**  
**2020-2021 ACADEMIC YEAR**

- LIS 5010    Research methods in Library and Information Science (Distance)**
- LIS 5115    Project Management**
- LIS 5310    Information Management Systems and Technologies**
- LIS 5340    Leadership and management principles for library and information services**
- LIS 5415    Records and Archives management(Distance)**

**THE UNIVERSITY OF ZAMBIA**  
**END OF YEAR EXAMINATION: AUGUST/SEPTEMBER, 2021**  
**LIS 5010: RESEARCH METHODS IN LIBRARY AND INFORMATION SCIENCE**  
**(DISTANCE)**

**INSTRUCTIONS**

ANSWER FIVE (5) QUESTIONS

TIME: THREE (3) HOURS

**CALCULATORS:** You are allowed to use a certified calculator in this examination.

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**SECTION A (COMPULSORY) 20 MARKS**

1. The heights of twenty boys in cm are: 140, 138, 133, 148, 160, 153, 131, 146, 134, 136, 149, 141, 155, 149, 165, 142, 144, 147, 138, 139.
  - a) Construct the frequency distribution table for the data on heights (cm) of 20 boys using a class interval of 6 [5 marks]
  - b) Calculate the grouped mean of the boys [5 marks]
1. Lisa is working in a computer store. Last year she sold the following number of computers each month: {27;39;3;15;43;27;19;54;65;23;45;16}  
Give the five number summary and box-and-whisker plot of Lisa's sales. [10 marks]

**SECTION B (ANSWER ANY TWO QUESTIONS) 10 MARKS EACH**

2. Discuss the advantages and disadvantages of online questionnaires.
3. Write brief notes on the following concepts:
  - a) Reliability
  - b) Validity
  - c) Independent variable
  - d) Sampling frame
4. Discuss the benefits and drawbacks of using secondary data in research.
5. Discuss the advantages and disadvantages of the participant observation data collection method.

**END OF EXAMINATION**

**THE UNIVERSITY OF ZAMBIA**  
**END OF YEAR EXAMINATIONS: AUGUST/SEPTEMBER 2021**  
**LIS 5115: PROJECT MANAGEMENT**

**INSTRUCTIONS: ANSWER THREE (3) QUESTIONS ONLY. QUESTION ONE (1) FROM SECTION A AND TWO (2) QUESTIONS FROM SECTION B.**

**TIME THREE HOURS.**

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**SECTION A (COMPULSORY) (40 Marks)**

1. You have been invited for interviews at the University of Zambia Library. One of the panelists has requested you to explain the steps involved in closing a project and the importance of closing the project properly. What would be your response?

**SECTION B (ANSWER ANY TWO (2) QUESTIONS) (30 Marks each)**

2. Two University Libraries started implementing an identical project of digitizing the special collection. The projects were to be completed at the same time, however, one of the projects completed six months later. Analyze and discuss what could have caused the variations in project completion time in the process you should suggest how the delays could be avoided in future projects.
3. Every librarian need to understand the significance of Project dependencies in the network diagram of a particular library project. Discuss.
4. Describe five types of status project reports and how each report is useful to the smooth running of the project.

**END OF EXAMINATION**

**THE UNIVERSITY OF ZAMBIA**

**END OF YEAR EXAMINATION-DISTANCE, AUGUST, 2021**

**LIS 5310: INFORMATION MANAGEMENT SYSTEMS AND TECHNOLOGIES**

**TIME: 3HRS**

**INSTRUCTIONS:**

Answer **Three (3)** Questions Only.

Section **A** is Compulsory; and answer any **two (2)** Questions from Section **B**.

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**Section A:** Compulsory [40 Marks]

1. With practical examples, explain the use of database technologies in Libraries and Records Centres.

**Section B:** Answer two (2) Questions from this Section [60 Marks]

2. Explain the guiding principles for choosing any free and open source software to use in the library and records centre [30 Marks].
3. With the use of practical examples, provide a justification for the implementation of an electronic records management system in an organisation.
4. Explain a cocktail of software and computer languages needed to create a web database application; for each software or language show how it is used [30 Marks].
5. With the use of examples, explain why academic institutions should deploy open access journals as opposed to closed access journals.

**END OF EXAMINATION**

THE UNIVERSITY OF ZAMBIA  
END OF YEAR EXAMINATIONS, AUGUST/SEPTEMBER 2021

LIS 5340: LEADERSHIP AND MANAGEMENT PRINCIPLES FOR  
LIBRARY AND INFORMATION SERVICES.

**INSTRUCTIONS:** ANSWER THREE (3) QUESTIONS ONLY. QUESTION ONE  
(1) FROM SECTION A WHICH IS COMPULSORY AND TWO (2) QUESTIONS  
FROM SECTION B.

**TIME THREE HOURS.**

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**SECTION A (COMPULSORY) 40 MARKS**

1. Explain in detail six ethical issues recommended by the International Federation of Library Associations which help to regulate the conduct of Librarians and other Information Workers.

**SECTION B. ANSWER TWO (2) QUESTIONS ONLY (30 MARKS EACH)**

2. Explain:
  - a) the meaning of total compensation which ensures that an employee is satisfied at a work place.
  - b) The importance of Total Compensation to an employee.
3. It is said that strategic planning is not the same as operations planning but the two are complement each other. Discuss
4. Explain why it is normally said that leadership is a direct function of three elements of interpersonal effectiveness.

**THE END OF EXAMINATION**

**THE UNIVERSITY OF ZAMBIA**

**END OF YEAR EXAMINATIONS: AUGUST/SEPTEMBER, 2021**

**LIS 5415: RECORDS AND ARCHIVES MANAGEMENT (DISTANCE)**

**INSTRUCTIONS: ANSWER THREE (3) QUESTIONS**

**TIME: THREE (3) HOURS**

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**SECTION A (COMPULSORY) 40 MARKS**

1. You have been hired as a consultant for Zambia National Commercial Bank to review their Records Management Policy. You have established that e-records are not covered in their Policy document. Discuss why e-records must be adequately catered for in their Records Management Policy.

**SECTION B (ANSWER ANY TWO) 30 MARKS EACH**

2. Once a collection has been accessioned, the next activity is to arrange the collection. With relevant examples, explain how the principle of respect des fonds can be applied in the arrangement of records and archives.
3. All governments in the world require comprehensive archival legislation to ensure that public archives are managed accordingly. In relation to this statement, explain the importance of archival legislation in the management of archives.
4. As an Archivist for National Archives of Zambia, you have observed that the repository has been infested with pests which have damaged some of the collection in the repository. The Director has requested you to conduct a thorough investigation on the causes and measures that should be put in place to curb the vice. Discuss three main causes of pests and three measures that should be put in place to protect the records from further damage by pests.

**END OF EXAMINATION**