



**MAASAI MARA UNIVERSITY**

UNIVERSITY EXAMINATIONS 2018/2019 ACADEMIC YEAR

THIRD YEAR SEMESTER ONE UNIVERSITY EXAMINATIONS

FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 2207

COURSE TITLE: PACKAGING OF INFORMATION

DATE: APRIL 2019      TIME:                      DURATION: 2HRS

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INSTRUCTIONS TO CANDIDATE

**Answer question One and any Two**

1a) Define “information repackaging” (2 marks)

b) Differentiate between an index and abstract (2 marks)

c) Explain content analysis (2 marks)

d) Differentiate between editorial and feature story (4 marks)

f) State **four** guidelines for effective writing (4 marks)

g) Differentiate Data, Information, Knowledge, and wisdom (4 marks)

h) You are designing information packaging program for either health care or agricultural sector. Explain the material you would consider for repackaging, who would be your potential audience, and what means of delivery you would use. (12 marks)

2a) What is PAFO and how would you apply it writing (6 marks)

2b) Discuss **four** reasons for repackaging information (8 marks)

2c) Explain **two** types of abstracts and their significance in research

(6 marks)

3a) Discuss the significance of conducting an audience study in the information repackaging process. (8 marks)

3b) State any **four** barriers to fruitful use of information (8 marks)

- 3c) Explain the format of a report (4marks)
- 4a) Discuss any **four** major factors to be considered when repackaging scientific publications for non-scientists. (8 marks)
- 4b) Explain fundamental components of project worksheet (12 marks)



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THIRD YEAR SEMESTER ONE UNIVERSITY EXAMINATIONS

FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 2210

COURSE TITLE: PROFESSIONAL ORGANIZATIONS IN INFORMATION SCIENCES

DATE: APRIL 2019

TIME:

DURATION: 2 HRS

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INSTRUCTIONS TO CANDIDATE

**Answer question One and any Two**

1a) Define “professionalism” **(2)**

**marks**

b) Explain “professional ethics” **(2)**

**marks**

c) What is an Information Professional **(2)**

**marks**

d) Explain professional competence **(2)**

**marks**

e) Discuss **three** categories of Professional Associations

**(2 marks)**

f) Discuss the value of Professional Associations **(10**

**marks)**

g) Discuss **five** Benefits of Joining a Professional Organization

**(10 marks)**

2a) Discuss the core knowledge and skills of library and information

professionals today

**(10 marks)**

2b) Explain the code of ethics for librarians and information professionals

**(10marks)**

3a) Discuss core values and competencies of Information Professionals

**(10marks)**

b) Discuss the global roles of Library and Information Associations

**(10**

**marks)**

4b) Explain challenges and opportunities for 21st Century Information

Professional Associations  
**(10 marks)**

4b) Explain the role IFLA in the Information Society  
**(10 marks)**



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THIRD YEAR SEMESTER ONE UNIVERSITY EXAMINATION

FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 3223

COURSE TITLE: MANAGEMENT OF ELECTRONIC RECORDS

DATE: APRIL 2019 TIME: DURATION: 2HRS

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INSTRUCTIONS TO CANDIDATE

ANSWER question One and any Two

1a) Define the term “electronic record” **(4 marks)**

1c) State **four** attributes that every electronic record **(4 marks)**

1d) Highlight any **four** electronic record formats **(4 marks)**

1e) As a records manager in an institution, discuss the approach you would take in the management of the organizational records.

**(8 marks)**

1f) State **five** factors that you would consider before implementing an electronic records management system

**(10 marks)**

2a) Explain challenges advanced by electronic records

**(10 marks)**

2b) Discuss management principles of retention and disposal of electronic records

**(10 marks)**

3a) Explain any four essential characteristics of electronic records

**(8 marks)**

3b) Compare managing electronic records with paper records

**(12 marks)**

4a) Email is a primary business tool for both internal and external communication. Explain processes for preserving electronic mail

**(6 marks)**

4b) Explain lifecycle of electronic records

**(4**

**marks)**

4c) Discuss the importance of Electronic Records Management Policy and its development process

**( 10 marks)**



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THIRD YEAR SEMESTER ONE UNIVERSITY EXAMINATION  
FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 1209

COURSE TITLE: PRESERVATION OF INFORMATION MATERIALS I

DATE: APRIL 2019      TIME:                      DURATION: 2HRS

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INSTRUCTIONS TO CANDIDATE

Answer Question ONE and any other TWO questions



1 a) What do you understand by the term “preservation” ?

**(2 marks)**

b) Differentiate between “Preservation and Conservation”

**(2 marks)**

c) Define Bookbinding

**(2**

**marks)**

d) Explain digitization

**(2**

**marks)**

e) Explain why Restoration and Maintenance are important in repositories

**(4**

**marks)**

d) Elucidate the importance of preservation of information, records and archival material.

**(4 marks)**

e) The old adage that “Prevention is better than Cure” is true in the science of preservation. Explain the statement

**(4 marks)**

f) Discuss **five** factors of deterioration and preventive preservation

strategies for information materials

**(12 marks)**

2a) Explain any **five** key principles of conservation management showing their relevance to the preservation of information materials. **(8 marks)**

2b) Explain how you would evaluate effectiveness of preservation and conservation programme

**(12 marks)**

3a). Examine the challenges in preserving information materials in digital format and suggest possible ways in which they can be addressed **(10 marks)**

3b) Explain best storage methods and handling practices of information materials

**(10 marks)**

4a) Define a preservation program and explain any **five** elements **(8 marks)**

4b) You have been appointed university information manager. Explain the role of a preservation management policy in the institution and explain how you would develop one .

**(12 marks)**