

UNIVERSITY OF JOS
FACULTY OF EDUCATION
DEPARTMENT OF SOCIAL SCIENCE EDUCATION
FIRST SEMESTER EXAMINATION 2018/2019 ACADEMIC SESSION
COURSE TITLE: LIBRARY ADMINISTRATION
COURSE CODE: LIS 303
CREDIT UNIT: 2
TIME ALLOWED: 2 HOURS
INSTRUCTIONS: ANSWER ANY THREE (3) QUESTIONS.

1. The acronym POSDCORB is used to describe management functions but most writers on the subject agree on five (5) basic functions of all managers.
 - (a) What does POSDCORB stand for?
 - (b) Identify the five (5) major functions of library managers and write briefly on each of them.

2. The general principles of management are intended to assist profit making organizations including the library which is essentially a bureaucratic organization.
 - (a) What is the main reason for this shift.
 - (b) What does the bureaucratic style of management mean?

3. Some writers contend that there is a difference between administration and management.
 - (a) Identify five (5) managerial roles responsibilities each of administrators and managers.

- 4a. Explain five (5) major elements of scientific management.
 - b. Give five (5) criticisms of scientific management.

5. Give five (5) characteristics of service organization (and not for profit organizations)