



NATIONAL OPEN UNIVERSITY OF NIGERIA
Department of Library & Information Science
2022_2 EXAMINATION

COURSE CODE: LIS418

COURSE TITLE: PERSONNEL MANAGEMENT IN LIBRARY AND INFORMATION CENTRE

CREDIT UNIT: 2

TIME ALLOWED: 2HOURS 15 MINUTES

INSTRUCTION: ANSWER QUESTION ONE AND ANY OTHER TWO

QUESTION 1

(a). Management functions are discrete areas of management practice that are practiced by just a tiny percentage of all managers. You have been appointed as the new Manager in your organization. List and explain **Seven (7)** management functions to be undertaken by you. **(25 Marks)**

(b). Personnel management is a business function that largely deals with the administrative and record-keeping needs of the library and information centre workers over their entire career. It is saddled with the responsibility of helping the organization, its employees and the general society. List **Five (5)** activities that revolve around it. **(5 marks)**

QUESTION 2.

Elucidate on any **Four (4)** importance of Personnel Management in Library & Information Centre. **(20 marks)**

QUESTION 3

The workplace of today is home to diverse groups of people of different ages, genders, race, ability and are all expected to work together in such a way that enables the organization to function efficiently. List and explain **Four (4)** organizational behaviour elements in libraries and information centres. **(20 marks).**

QUESTION 4

Managing work relationships has long been a crucial skill. How individual employees relate and behave at work is influenced by the interplay between organisational strategies,

goals, policies, procedures, structure, technology, formal authority relationships, and chains of command.

(a). Define organisational behaviour (**5 marks**)

(b). List and describe briefly the various levels of organisational behaviour. (**15 marks**)

QUESTION 5

Discuss in detail the following theories: (**20 Marks**)

(a) The Attribution Theory (10 marks)

(b) Operant Conditioning Theory (10 marks)