



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91 Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi, Abuja
Department of Library and Information Science
NOVEMBER 2021_2

COURSE CODE: LIS328
COURSE TITLE: FINANCIAL MANAGEMENT IN LIBRARY AND INFORMATION SCIENCE
CREDIT UNIT: 2
TIME ALLOWED: 2 HOURS 15 MINUTES

INSTRUCTION: ANSWER QUESTIONS ONE AND ANY OTHER TWO

QUESTION 1

- a) Define the term “Management Cycle”? **(5 marks)**
- b) Give a brief explanation of directing in an organization and its sub-functions **(20 marks)**
- c) With necessary examples, what is the meaning of planning in an organization? **(5 marks)**

Total = 30 marks

QUESTION 2

- a) Give a brief discuss of the following concepts:
 - i) Technical skills **(5 marks)**
 - ii) Interpersonal skills **(5 marks)**
 - iii) Conceptual skills **(5 marks)**
 - iv) Communication skills **(5 marks)**

QUESTION 3

- a) Highlight Four (4) challenges in management **(4 marks)**
- b) Discuss any Four (4) principles of financial management **(16 marks)**

QUESTION 4

- a) Describe Four (4) importance of budget in the library **(20 marks)**

QUESTION 5

- a) Explain the following concepts:
 - i) Fatal risk **(5 marks)**
 - ii) Minor risk **(5 marks)**
 - iii) Individual risk **(5 marks)**
 - iv) Societal risk **(5 marks)**