1. Collection management in records management primarily refers to (2mks)

A. Cataloguing books

B. Planning, developing, and maintaining collections

C. Selling library materials

D. Preserving only rare manuscripts

ANSWER: B

2. Which of the following is a key goal of collection management? (2mks)

A. Increasing library size

B. Meeting user information needs

C. Disposing all outdated records

D. Reducing staff workload

ANSWER: B

3. The first step in collection management is: (2mks)

A. Preservation

B. Acquisition

C. Needs assessment

D. Weeding

ANSWER: C

4. The term weeding in collection management means: (2mks)

A. Repairing damaged materials

B. Removing obsolete or irrelevant materials

C. Shelving books properly

D. Lending items to users

ANSWER: B

5. Which principle emphasizes balancing user needs and organizational resources? (2mks)

A. Cost-effectiveness

B. Accessibility

C. Relevance

D. Sustainability

ANSWER: A

6. Acquisition in collection management refers to: (2mks)

A. Preserving records

B. Procuring materials for the collection

C. Lending documents

D. Digitizing archives

ANSWER: B

7. Which of these is not a method of acquiring materials? (2mks)

A. Purchase

B. Donation

C. Exchange

D. Misappropriation

ANSWER: D

8. Which document guides acquisition decisions? (2mks)

A. Library Act

B. Collection development policy

C. Government Gazette

D. User card

ANSWER: B

9. One advantage of donations as a method of acquisition is: (2mks)

A. Guaranteed relevance

B. Low cost

C. Immediate availability

D. Full control over selection

ANSWER: B

10. The main challenge in acquiring digital materials is: (2mks)

A. Storage space

B. Licensing and access restrictions

C. Printing costs

D. Staff training

ANSWER: B

11. Collection evaluation helps to: (2mks)

A. Increase the number of staff

B. Assess the usefulness and relevance of materials

C. Eliminate cataloguing errors

D. Improve security systems

ANSWER: B

12. The most important factor in selecting materials is: (2mks)

A. Price

B. Author’s nationality

C. User needs

D. Physical size

ANSWER: C

13. Bibliographies, reviews, and catalogues are used as: (2mks)

A. Preservation tools

B. Selection aids

C. Loan systems

D. Disposal records

ANSWER: B

14. The term “balanced collection” means: (2mks)

A. Equal number of books in each subject

B. Collection that reflects diverse user needs

C. Having same number of books as other libraries

D. Equal ratio of old and new records

ANSWER: B

15. Usage statistics are important in: (2mks)

A. Weeding decisions

B. Reference services

C. Cataloguing

D. Budget allocation

ANSWER: A

16. Preservation in collection management is mainly concerned with: (2mks)

A. Ensuring long-term usability of materials

B. Buying new editions

C. Advertising library services

D. Loan renewal

ANSWER: A

17. Which of the following is a biological threat to collections? (2mks)

A. Fire

B. Flood

C. Termites

D. Dust

ANSWER: C

18. The process of repairing damaged documents is called: (2mks)

A. Archiving

B. Conservation

C. Restoration

D. Digitization

ANSWER: C

19. Which storage condition is ideal for records preservation? (2mks)

A. High humidity and heat

B. Stable temperature and low humidity

C. Direct sunlight

D. Damp rooms

ANSWER: B

20. Disaster management in collection management involves: (2mks)

A. Staff recruitment

B. Insurance, training, and recovery plans

C. Cataloguing

D. Buying duplicate copies

ANSWER: B

21. A collection development policy serves to: (2mks)

A. Provide rules for staff recruitment

B. Guide selection and acquisition

C. Outline cataloguing codes

D. Set borrowing limits

ANSWER: B

22. Which principle is important in maintaining ethical collection management? (2mks)

A. Censorship

B. Intellectual freedom

C. Profit maximization

D. Staff favoritism

ANSWER: B

23. Censorship in collection management may lead to: (2mks)

A. Balanced access

B. Limited information access

C. Efficient use of funds

D. Increased donations

ANSWER: B

24. A policy that ensures fair representation of different viewpoints in a collection is called: (2mks)

A. Acquisition policy

B. Equity of access policy

C. Preservation policy

D. Disposal policy

ANSWER: B

25. Confidentiality in collection management mainly relates to: (2mks)

A. Donor agreements

B. User borrowing records

C. Staff contracts

D. Supplier invoices

ANSWER: B

26. ICT enhances collection management through: (2mks)

A. Manual shelving

B. Online catalogues and databases

C. Handwritten indexes

D. Dusting records

ANSWER: B

27. Which is an example of an automated collection management tool? (2mks)

A. OPAC

B. Typewriter

C. Filing cabinet

D. Punch cards

ANSWER: A

28. Digitization of records ensures: (2mks)

A. Space saving and wider access

B. More physical storage needs

C. Decreased user access

D. Poor preservation

ANSWER: A

29. Which challenge is associated with digital collection management? (2mks)

A. Obsolescence of technology

B. Dust accumulation

C. Bookworm infestation

D. Lack of shelves

ANSWER: A

30. Cloud storage in collection management is mainly used for: (2mks)

A. Borrowing physical items

B. Backing up and accessing digital records

C. Printing books

D. Staff recruitment

ANSWER: B

31. Weeding is necessary because: (2mks)

A. It reduces staff

B. Keeps the collection current and relevant

C. Increases dust in the library

D. Encourages censorship

ANSWER: B

32. Which material is most likely to be weeded out? (2mks)

A. Frequently used book

B. Outdated textbook

C. Core reference material

D. Rare manuscript

ANSWER: B

33. The final decision on disposal of government records is usually guided by: (2mks)

A. Users’ preferences

B. Records Disposal Act or retention schedule

C. Staff availability

D. Donors’ wishes

ANSWER: B

34. One method of disposing weeded records is: (2mks)

A. Incineration

B. Cataloguing

C. Microfilming

D. Borrowing

ANSWER: A

35. Weeding must always be guided by: (2mks)

A. Staff opinions only

B. Collection development policy

C. Suppliers’ recommendations

D. Shelf size

ANSWER: B

36. User studies in collection management aim to: (2mks)

A. Increase staff numbers

B. Identify user information needs

C. Reduce circulation

D. Promote censorship

ANSWER: B

37. The principle of accessibility ensures: (2mks)

A. Equal opportunity for users to access materials

B. Limiting use to staff only

C. Preventing inter-library loans

D. Storing books in locked cabinets

ANSWER: A

38. Inter-library loan supports collection management by: (2mks)

A. Avoiding acquisition completely

B. Promoting resource sharing

C. Reducing user access

D. Eliminating catalogues

ANSWER: B

39. Reference services are linked to collection management because they: (2mks)

A. Replace acquisition

B. Rely on quality and relevance of collection

C. Reduce preservation needs

D. Eliminate weeding

ANSWER: B

40. Accessibility of digital collections depends mainly on: (2mks)

A. Network and user devices

B. Number of shelves

C. Air circulation

D. Staff uniforms

ANSWER: A

41. Which trend is shaping modern collection management? (2mks)

A. Artificial Intelligence

B. Stone tablets

C. Typewriting

D. Microfiche only

ANSWER: A

42. E-resources in collection management include: (2mks)

A. E-books, e-journals, databases

B. Manuscripts

C. Encyclopedias

D. Dictionaries only

ANSWER: A

43. Which global initiative supports open access to scholarly materials? (2mks)

A. ISBN system

B. Open Access Movement

C. Cataloguing-in-Publication

D. Dewey Decimal Classification

ANSWER: B

44. Collaborative collection development is mainly practiced in: (2mks)

A. Networked library consortia

B. Private bookshops

C. Individual homes

D. Archives only

ANSWER: A

45. The advantage of e-collections over print is: (2mks)

A. Restricted access

B. Portability and remote access

C. Permanent obsolescence

D. High physical storage needs

ANSWER: B

46. In records management, life cycle of records is important in: (2mks)

A. Guiding collection management decisions

B. Staff promotion

C. User orientation

D. Library architecture

ANSWER: A

47. Which of the following is part of the records life cycle? (2mks)

A. Creation, use, maintenance, disposition

B. Selling, donating, buying, borrowing

C. Printing, binding, cataloguing, lending

D. Reading, writing, publishing, shelving

ANSWER: A

48. Which body in Kenya guides public records management? (2mks)

A. Ministry of Education

B. Kenya National Archives and Documentation Service (KNADS)

C. Kenya Bureau of Standards

D. Kenya Library Association

ANSWER: B

49. The biggest challenge of print collection management today is: (2mks)

A. Space limitations

B. Internet access

C. Digitization

D. Cost of microfilming

ANSWER: A

50. Collection management ensures that: (2mks)

A. Libraries and archives remain relevant to users

B. Staff get better offices

C. Cataloguing is eliminated

D. Preservation is unnecessary

ANSWER: A