1. Which of the following best defines collection development? (2mks)

A. Shelving of library materials

B. The process of building, maintaining, and evaluating a library’s information resources

C. Repairing old books

D. Selling outdated materials

Answer: B

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

A. Weeding

B. Selection of materials

C. Needs assessment

D. Cataloguing

Answer: C

3. Which principle guides collection development in most libraries? (2mks)

A. Subjectivity

B. Censorship

C. User needs and institutional objectives

D. Popular trends only

Answer: C

4. Which of the following is NOT a component of collection management? (2mks)

A. Selection

B. Acquisition

C. Weeding

D. Printing

Answer: D

5. The term “weeding” in library science refers to: (2mks)

A. Planting trees in libraries

B. Removing outdated, worn-out, or irrelevant materials from the collection

C. Organizing shelves

D. Buying new books

Answer: B

6. Which policy provides guidelines for selecting and acquiring library materials? (2mks)

A. Circulation policy

B. Collection development policy

C. Finance policy

D. Preservation policy

Answer: B

7. The key stakeholders in collection development include: (2mks)

A. Librarians, faculty, and users

B. Only librarians

C. Government alone

D. Bookshops

Answer: A

8. Which of the following methods is used for acquiring library materials? (2mks)

A. Purchase

B. Donation

C. Exchange

D. All of the above

Answer: D

9. Why is user study important in collection development? (2mks)

A. It helps librarians identify what users actually need

B. It reduces library staff

C. It improves building design

D. It increases revenue only

Answer: A

10. Which tool is commonly used to guide selection of new library materials? (2mks)

A. Publisher catalogues and bibliographies

B. Posters

C. Wall charts

D. Old newspapers

Answer: A

11. What does “acquisition” in collection development mean? (2mks)

A. Processing overdue books

B. Securing information materials through purchase, donation, or exchange

C. Repairing damaged items

D. Borrowing from other libraries

Answer: B

12. The main reason for evaluating a collection is to: (2mks)

A. Count books

B. Ensure the collection remains relevant and useful

C. Discard rare books

D. Increase book prices

Answer: B

13. Which of the following formats is included in modern collection management? (2mks)

A. Print books only

B. Audio-visual materials

C. Electronic resources

D. All of the above

Answer: D

14. In cooperative collection development, libraries: (2mks)

A. Compete for users

B. Share resources and coordinate acquisitions

C. Work alone

D. Only buy the same books

Answer: B

15. Which type of collection evaluation technique uses statistics such as circulation figures? (2mks)

A. Qualitative method

B. Quantitative method

C. Random method

D. Subjective method

Answer: B

16. The term “bibliographic control” refers to: (2mks)

A. Indexing and cataloguing to ensure resources are accessible

B. Removing duplicate books

C. Counting shelves

D. Monitoring users

Answer: A

17. Which of the following is a criterion for selection of materials? (2mks)

A. Relevance to curriculum

B. Authority of author

C. Cost and availability

D. All of the above

Answer: D

18. The main purpose of weeding is: (2mks)

A. To free up shelf space and keep collections current

B. To punish users

C. To increase workload

D. To create archives only

Answer: A

19. Collection development policies are important because they: (2mks)

A. Standardize decision-making on selection and weeding

B. Reduce library staff

C. Limit access

D. Increase library fines

Answer: A

20. “Serials” in collection management refers to: (2mks)

A. One-time publications

B. Continuing publications such as journals, newspapers, and magazines

C. Maps only

D. Non-book materials

Answer: B

21. Which of the following is NOT a selection tool? (2mks)

A. Book reviews

B. Bibliographies

C. Price lists

D. Library fines

Answer: D

22. The responsibility of collection development in a special library lies with: (2mks)

A. Government only

B. Librarian and subject specialists

C. Publishers

D. Users alone

Answer: B

23. Which is the best way to ensure balanced collection development? (2mks)

A. Censorship

B. Consultation with stakeholders and adherence to policy

C. Buying all books from one supplier

D. Ignoring user requests

Answer: B

24. What is “retrospective conversion” in collection management? (2mks)

A. Changing shelves

B. Converting manual catalogue records into digital format

C. Recycling old books

D. Selling duplicates

Answer: B

25. Which of the following is a disadvantage of donations in collection development? (2mks)

A. May contain irrelevant or outdated materials

B. Always expensive

C. Always current

D. Cannot be accepted

Answer: A

26. In collection evaluation, “use studies” measure: (2mks)

A. Number of library staff

B. Frequency and pattern of use of resources

C. Cost of furniture

D. Security measures

Answer: B

27. Which factor affects acquisition of library materials the most? (2mks)

A. Budget availability

B. User ignorance

C. Book color

D. Number of chairs

Answer: A

28. The main advantage of e-resources in collection development is: (2mks)

A. Easy access and multiple simultaneous users

B. Always free

C. No need for electricity

D. Cannot be updated

Answer: A

29. Which term refers to the permanent removal of library materials from the catalogue and shelves? (2mks)

A. Accessioning

B. Withdrawal

C. Binding

D. Indexing

Answer: B

30. The principle of “balance” in collection development ensures: (2mks)

A. Representation of diverse subjects and viewpoints

B. Equal shelf height

C. Only expensive books are bought

D. Rare books only

Answer: A

31. Which of the following is NOT a factor in journal selection? (2mks)

A. Impact factor

B. Relevance

C. Subscription cost

D. Book binding style

Answer: D

32. Collection management also involves: (2mks)

A. Preservation and conservation of materials

B. Only selection

C. Printing new books

D. Ignoring damaged resources

Answer: A

33. The process of listing all acquired library materials in an accession register is called: (2mks)

A. Accessioning

B. Weeding

C. Cataloguing

D. Indexing

Answer: A

34. Which of the following helps libraries to access resources they cannot afford? (2mks)

A. Interlibrary loan and resource sharing

B. Weeding

C. Withdrawal

D. Archiving

Answer: A

35. The challenge of “information explosion” in collection management refers to: (2mks)

A. Growth of information resources beyond the capacity of libraries to collect everything

B. Destruction of materials

C. Too many staff

D. Reduced users

Answer: A

36. Who is responsible for formulating collection development policies? (2mks)

A. The cleaner

B. Library management in consultation with stakeholders

C. Bookshops

D. Only students

Answer: B

37. In library budgeting, which type of budget allows allocation of funds by subject areas for collection development? (2mks)

A. Zero-based budget

B. Line-item budget

C. Formula budget

D. Subject-based allocation

Answer: D

38. What is “duplication control” in collection management? (2mks)

A. Avoiding unnecessary purchase of multiple copies

B. Encouraging many copies of the same book

C. Selling duplicate books

D. Weeding

Answer: A

39. Which factor is MOST important when selecting children’s materials? (2mks)

A. Language level and illustrations

B. Price only

C. Size of the book

D. Author’s nationality

Answer: A

40. The process of replacing worn-out but essential titles with new editions is called: (2mks)

A. Retrospective acquisition

B. Replacement

C. Weeding

D. Archiving

Answer: B

41. Which of the following is NOT a digital collection management activity? (2mks)

A. Metadata creation

B. E-resource licensing

C. Digital preservation

D. Manual weeding of shelves

Answer: D

42. “Approval plan” in acquisitions means: (2mks)

A. Vendor supplies materials based on library profile, with option to return unwanted ones

B. Buying all books on approval

C. Donations only

D. Binding journals on approval

Answer: A

43. In academic libraries, who plays a key role in recommending new titles? (2mks)

A. Faculty members

B. Cleaners

C. Security guards

D. Gardeners

Answer: A

44. What does the term “grey literature” include? (2mks)

A. Textbooks

B. Conference papers, theses, reports, and unpublished works

C. Fiction novels

D. Dictionaries

Answer: B

45. Which indicator best shows effective collection management? (2mks)

A. High user satisfaction and circulation rates

B. Dust-free shelves only

C. Fines collected

D. Low staff turnover

Answer: A

46. In budgeting, the largest portion of a library’s funds is often allocated to: (2mks)

A. Furniture

B. Staff salaries

C. Collection development

D. Electricity

Answer: C

47. Which of the following describes “deselection”? (2mks)

A. Another word for weeding or withdrawal

B. Buying new materials

C. Preservation

D. Cataloguing

Answer: A

48. The process of comparing the collection against standard bibliographies or core lists is called: (2mks)

A. Benchmarking

B. Collection evaluation

C. Retrospective acquisition

D. Accessioning

Answer: B

49. Which is the MOST critical challenge in electronic collection development? (2mks)

A. Licensing and access restrictions

B. Dust accumulation

C. Book color

D. Binding problems

Answer: A

50. The ultimate goal of collection management is: (2mks)

A. To ensure the library provides relevant, balanced, and accessible resources to support user needs

B. To reduce staff

C. To fill shelves

D. To earn profit

Answer: A