

I.D. # _____



THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December **/April/May** **/July** **2010**

Originating Campus: **Cave Hill** **Mona** **St. Augustine**

Mode: **On Campus** **By Distance**

Course Code and Title: **LIBS3801 – RECORDS MANAGEMENT: PRINCIPLES & PRACTICE**

Date: _____ Time: _____

Duration: **2** **Hours** **Paper No:** _____

Materials required:

Answer booklet: **Normal** **Special** **Not required**

Calculator: **Programmable** **Non Programmable**
(where applicable)

Multiple Choice answer sheets: **numerical** **alphabetical** **1-20** **1-100**

Auxiliary/Other material(s) – Please specify:

Candidates are permitted to bring the following items to their desks: Pencil or pen, Ruler, ID card, Exam card

Instructions to Candidates: This paper has 9 pages & 13 questions.

Candidates are reminded that the examiners shall take into account the proper use of the English Language in determining the mark for each response.

ANSWER ALL QUESTIONS IN THE SPACES PROVIDED.

1. State the role of metadata in the development of a classification scheme? (3 marks)

SEMESTER 2 2009/2010

The University of the West Indies Course Code 20.../.../...

DO NOT WRITE OR TYPE ON THE BACK OF THIS SHEET: USE ONE SIDE ONLY INSTRUCTIONS: Each page must be signed by the First and Second Examiners, and where applicable the University and External Examiners. Completed forms should be handed to the Senior/Assistant Registrar (Examinations). Where applicable, the EXTERNAL EXAMINER is required to sign the question paper and return it with comments, if any, (on a separate sheet), to the Senior/Assistant Registrar (Examinations).

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First Examiner University Examiner (where applicable)

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Second Examiner External Examiner (where applicable)

Date: 20.../.../..... Date: 20.../.../.....

