



KENYATTA UNIVERSITY

**DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**

ISC 056: AUTOMATION OF RECORDS SERVICES

1ST TRIMESTER 2022/2023

TIME: 2 HOURS

INSTRUCTIONS:

Answer Question ONE and any other TWO Questions

1. (a) Explain the various cost items in an information center automation project. (15 marks)
- (b) Identify five benefits of automating services in an information center. (15 marks)
2. Explain various technologies available for automating the records services. (20 marks)
3. (a) Explain the roles of various stakeholders in an automation project. (10 marks)
- (b) Explain the components of a Document Management System. (10 marks)
4. Explain the conditions necessary for the storage of digital collections. (20 marks)
5. Explain the stages of a records automation project. (20 marks)