



NATIONAL OPEN UNIVERSITY OF NIGERIA
Department of Library & Information Science
2023_1 POP EXAMINATION

COURSE CODE: LIS 321

COURSE TITLE: MANAGEMENT & USE OF GOVERNMENT PUBLICATIONS

CREDIT UNIT: 2

TIME ALLOWED: 2HOURS 15 MINUTES

INSTRUCTION: ANSWER QUESTION ONE AND ANY OTHER TWO

QUESTION 1

(a). There are many different systems of government around the world, discuss **Three (3)** systems of government as discussed in the content of this course. **(15 marks)**

(b) The executive arm of government publishes many documents in various formats. Briefly describe the following terms: **(15 marks)**

- i. Government reports
- ii. Technical reports
- iii. Research reports

QUESTION 2

(a) List any **Four (4)** Government Documents from the Legislative Branch of Government you know **(4 marks)**.

(b) Government reports issued by the executive arm of any government authority at the local, state or federal level. List **Four (4)** advantages of government reports. **(8 marks)**

(c) List **Eight (8)** key functions of government. **(8 marks)**

QUESTION 3

(a) Based on your knowledge discuss briefly the history of government publications. **(4 marks)**

(b) Explain any **Five (5)** characteristics of Government Publications. **(16 marks)**

QUESTION 4

Government publications are published mainly by government printers/presses, although a few are contracted out to private printing presses. Just like other documents, government publications are acquired in four major ways. Discuss in detail the **Four (4)** Acquisition methods of Government publications. **(20 marks)**

QUESTION 5

The organization of government publications deals essentially with bibliographic control and arrangement and by extension access to government documents. If users are unable to access or use the materials, then the value of the documents is lost. Discuss the following:

(a). Bibliographic Control of Government Publications in Libraries and Information Services (**10 marks**).

(b). Arrangement and Shelving of Government Publications in Libraries **(10 marks)**.