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ABSTRACT

This research evaluated the preservation of photographic records in city councils using the Bulawayo City Council as a case. The research studied the importance of the photographic records, the challenges faced in the preservation of photographs, the elements of a preservation programme and the standards and guidelines that could be adhered to, to effectively preserve a photographic collection. Various literature sources were reviewed from acclaimed scholars was consulted to justify the study. The descriptive survey method was used. Based on a questionnaire, interviews and content analysis of relevant documentary sources the importance of photographic records and the factors that affect the preservation of photographic records were identified. The survey data was evaluated, analysed and presented in the form of tables, pie charts and bar graphs. The findings established that the photographic collection was of importance not only to the institution but to the general public and that the collection was deteriorating due to numerous threats that included temperature and humidity. The research concluded that the photographic preservation at the BCC was ineffective. The research closed with a summary and conclusions. Recommendations that could be employed by BCC to effectively preserve its photographic collection were made and these included investing in a separate storage area with controlled climate for the photographic collection, establishing a conservation unit that could aid in conservation treatments and restoration of the damaged photographs that existed in the collection and also formulate preservation standards and guidelines to guide the staff in preserving the photographic holdings.