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NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

AN ASSESSMENT OF REPROGRAPHIC SERVICES AND MICROFILMING
BACKLOGS OF ARCHIVAL MATERIALS AT THE NATIONAL ARCHIVES OF
ZIMBABWE (HARARE).

BY

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A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF
SCIENCE AND TECHNOLOGY IN PARTIAL FULFILMENT OF THE
REQUIREMENTS OF BSC HONOURS DEGREE

IN

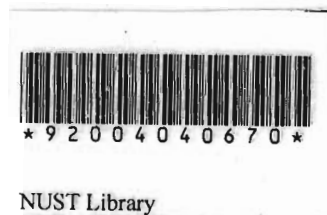
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Abstract

The research project assessed reprographic services and microfilming backlogs of archival materials at NAZ. Its main focus was to assess how microfilming backlogs affect preservation of archival materials and publications such as newspapers for long term preservation and access. The study used a case study research design, the study being a qualitative research, as a preferred method as it scaled down the research. The study's gathering tools were questionnaires and interviews. The respondents included the Director, Chief archivists' technical services, Reprographer, Principal archivist (Public Archives), Library archivist and Assistant Reprographer. The study revealed that microfilming backlogs were due to lack of financial resources, lack of training technological obsolescence and copyright laws. The sources of related literature were reviewed and helped to shape the study that was carried out. Different archival scholars highlighted different views pertaining to the reprographic services and microfilming backlogs of archival materials and including publications. These views helped the researcher to link the data collected and hence analyze results in an effective manner. Data was presented in tables, graphs and pie charts analysed. The study recommended that NAZ should formulate effective reprographic policies and train staff on reprographic facilities. The researcher recommended further comprehensive studies to be carried out as an in-depth appreciation of the subject still needs to be done.