

# NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

## FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART I FIRST SEMESTER DECEMBER EXAMINATIONS 2013

IRA 1102 ARCHIVES AND MANUSCRIPTS MANAGEMENT 1

TIME: 3 HOURS

### INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING.
2. EACH QUESTION CARRIES A TOTAL OF **25 MARKS**.

1. Explain the value of archives in society.

[25 marks]

2. Discuss the methods of archival acquisition used for collection development in archival institutions.

[25 marks]

3. Explain how the principles of *respect des fonds*, provenance and original order facilitate archives and manuscript arrangement and description.

[25 marks]

4. The new focus of archives is shifting from storage to access, (Menne-Haritz, 2001:57). Discuss any five (5) ways in which an archival institution can use the internet and information communication technologies (ICT) to market its holdings.

[25 marks]

5. (a) Discuss any five (5) criteria that can be used to judge the job of the archivist as a profession and justify how archivists can be called professionals.

[15 marks]

(b) To what extent are archivists professionals?

[10 marks]

6. Explain any five (5) security measures that an archival institution undertakes to ensure security of archival materials when offering reference services.

[25 marks]

END OF PAPER