

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART IV SECOND SEMESTER JUNE 2008 SUPPLEMENTARY EXAMINATIONS

IRA 4201 CONSERVATION AND PRESERVATION MANAGEMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING
 2. EACH QUESTION CARRIES **25 MARKS**
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1. Why are records and archives often inherently acidic, and how can acidity be controlled?
[25 marks]
2. Give an outline of actions that can be taken to reduce the danger of damage to records from mishandling or abuse.
[25 marks]
3. Justify the importance of records and archives preservation management.
[25 marks]
4. Give an assessment of the steps taken in planning the preservation programme of the University Archives you recently carried out.
[25 marks]
5. Outline the differences between preservation and conservation and show the principles of preservation.
[25 marks]
6. Discuss the priorities that should be considered when determining whether to undertake a conservation treatment or not.
[25 marks]

END OF PAPER