

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 SUPPLEMENTARY EXAMINATIONS 2014

IRA 4201 CONSERVATION AND PRESERVATION MANAGEMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. QUESTION **ONE** IS COMPULSORY.
 2. ANSWER ANY **THREE** QUESTIONS FROM SECTION B.
 3. EACH QUESTION CARRIES **25 MARKS**
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SECTION A

1. "Preservation management is a basic function of archives." Discuss. [25 marks]

SECTION B

2. Explain the following:
 - (a) Types of microfilming equipment [5 marks]
 - (b) Microfilming cameras and film stock [5 marks]
 - (c) Microfilming processing [5 marks]
 - (d) Microfilming quality control [5 marks]
 - (e) Criteria for selecting records for microfilming [5 marks][Total 25 marks]
3. What is the role of disaster preparedness and risk management in preservation management? [25 marks]
4. Using three different archival documentation media, explain how the inherent composition of these materials propagates deterioration. [25 marks]

5. Consider the storage conditions necessary for the following archival materials:

- a) Parchment and Vellum [5 marks]
- b) Optical Discs [5 marks]
- c) Nitrate Film [5 marks]
- d) Microfiche [5 marks]
- e) Newspapers [5 marks]

[Total 25 marks]

6. a) Summarise the history of paper-making. [15 marks]

b) Explain how the history of paper making has influenced archival preservation strategies today. [10 marks]

[Total 25 marks]

END OF PAPER