

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 MAY 2008 EXAMINATIONS

IRA 4207 REPROGRAPHICS

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. "Reprography should be part of a well planned programme, not an ad hoc activity". Discuss this statement highlighting the steps involved in developing a reprography programme. **[25 marks]**
2. Outline the five major steps you would take to prepare a series of paper based documents for reproduction and recommend options for reproduction. **[25 marks]**
3. What management issues need to be considered when determining a photocopying programme for an archival institution? **[25 marks]**
4. Explain the concept of digitisation and its role in reprography in an archival institution. **[25 marks]**
5. What are the benefits and drawbacks of microfilming as a reprographic tool? **[25 marks]**
6. Define a master and an intermediate master and explain the concept of generations of images. **[25 marks]**

END OF PAPER