

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 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. Why should a conservation assessment be conducted before developing a reprography programme?
[25 marks]
 2. "When an archival institution copies its documents, it solves all its access and preservation problems". Discuss this statement highlighting the major issues to be considered in reproducing material.
[25 marks]
 3. When should digital reproduction be considered and when is it not suitable in an archival institution or a records office?
[25 marks]
 4. The nature of archival material to be reproduced places certain constraints on the choice of equipment to be used. Discuss this statement highlighting the different types of cameras used for microfilming purposes.
[25 marks]
 5. What are the major advantages of microfilming as a reprographic tool over ordinary photography?
[25 marks]
 6. Explain the main issues to be considered when using photocopying as a method of reprography.
[25 marks]

END OF PAPER