

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 EXAMINATIONS APRIL 2014

IRA 4207 REPROGRAPHICS

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. "When an archival institution copies its documents, it solves all its access and preservation problems". Critique this statement highlighting the major issues to be considered in reproducing archival material. **[25 marks]**

SECTION B

2. Analyse the impact of Intellectual Property Rights (IPR) on the reprographic activities of archival institutions. **[25 marks]**
3. Reprography should be part of a well-planned programme, not an ad hoc activity. Critique this statement, highlighting the steps involved in developing a reprography programme. **[25 marks]**
4. Examine **five** areas of quality control that should be checked during and after the microfilming process to ensure the quality of microfilmed materials. **[25 marks]**
5. Discuss five key factors that may influence an archival institution to undertake a digitization programme. **[25 marks]**

6. Analyse the key provisions set out by the Copyrights and Neighboring Rights Act [Chapter 26: 05] of 2004 in relation to the reproduction of archival materials highlighting the consequences of non-compliance to the Act by records managers and archivists.

[25 marks]

END OF PAPER