



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY – APRIL 2017 SEMESTER

DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT

COURSE CODE: DIRM 014

COURSE TITLE: PRESERVATION OF INFORMATION MATERIALS

DATE: 5 APRIL 2017

TIME: 3.00 PM – 6.00 PM

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: All exam rooms are under CCTV surveillance during the examination period.

SECTION A (COMPULSORY)

QUESTION ONE

1a) Explain the following terms as applied in preservation of information materials

- I. Preservation: (2marks)
- II. Maintenance (2marks)
- III. Examination: (2marks)
- IV. Restoration (2marks)
- V. Conservation (2marks)

1b) Highlight the concept of acidity and why acidic materials are prone to deterioration (5 marks)

1c) Explain why records and archives are inherently acidic, and how acidity can be controlled?
(5 marks)

1d) Discuss how you would control temperature and humidity in an archival center (10 marks)

1e) Assuming you are the archivist in your organization, elucidate the strategies you would employ to handle the effects of pollution in the organization (10 marks)

SECTION B (ANSWER ANY THREE QUESTIONS)

QUESTION TWO

2a) Describe how you would store and preserve archival materials from fire and water (10 marks)

b) Highlight the damaging activities that would result from abuse and mishandling of archival materials (10 marks)

QUESTION THREE

3a) Explain the factors that affect the physical quantity and stability of archival materials (10 marks)

3b) Explain the 5 principles of preservation in archival centers (10 marks)

QUESTION FOUR

4a) Describe the 5 steps in preservation planning (10 marks)

4b) State the key factors to consider when conducting a survey on preservation of information materials (10 marks)

QUESTION FIVE

5a) Explain the best way to preserve microforms in the archival institution (10 marks)

5b) Describe the actions that can be taken to protect archival materials with high monetary value (10 marks)