



# TECHNICAL UNIVERSITY OF MOMBASA

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SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

SOCIAL SCIENCES

**UNIVERSITY EXAMINATION FOR:**

**DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT**

**BLR 2106 CONSERVATION AND RESTORATION OF**

**INFORMATION MATERIALS**

**END OF SEMESTER EXAMINATION**

**SERIES: APRIL 2016**

**TIME: 2 HOURS**

**DATE: Pick Date May 2016**

**Instructions to Candidates**

You should have the following for this examination

*-Answer Booklet, examination pass and student ID*

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

**Do not write on the question paper.**

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**Question ONE**

Define the following terms giving appropriate examples

1. Preservation principles [2 marks]
2. Conservation [2 marks]
3. Reformatting [2 marks]
4. Restoration [2 marks]
5. preservation survey [2 marks]

(b) Explain what the various general measures are taken to protect archival materials. (10 marks)

(c) Discuss two chemical and two biological causes of records and archives deterioration (10 marks)

## **Question TWO**

- (a) Explain what are the various general measures taken to protect archival materials. [10 marks]
- (b) What is the importance of having preservation management programme (5marks)
- (c) Restoration of documents is a delicate process that must be handled professionally. Discuss five rules that should be observed in the process of document restoration (5marks)

## **Question THREE**

- (a) Giving examples discuss FIVE ways in which information communication technology can be used in the preservation of information resources. [10 marks]
- (b) Discuss threats to your electronic records security [10 marks]

## **Question FOUR**

Discuss the factors affecting the quality and stability of archival materials. (20 marks)

## **Question FIVE**

- (a) Discuss FIVE strategies you would adopt in order to protect information resources (10 marks)
- (b) The presence of bibliophagous insects in archives and increases is encouraged by two main factors namely the availability of food [cellulose] and a microclimate favorable for growth. What are the problems of the environmental and climatically factors favorable for the proliferation of bibliophagous insects (10 marks)