



TECHNICAL UNIVERSITY OF MOMBASA

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.

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)