



# TECHNICAL UNIVERSITY OF MOMBASA

*Faculty of Business & Social Studies*

**DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT**

**DIPLOMA IN INFORMATION SCIENCE  
(DIS SEPT 12/JAN 12 (ARM) )**

**BAR 2210 : ARRANGEMENT AND DESCRIPTION**

**SPECIAL/SUPPLEMENTARY EXAMINATIONS**

**SERIES: JULY, 2014**

**TIME: 2 HOURS**

**INSTRUCTIONS TO CANDIDATES:**

- Answer question **ONE (COMPULSORY)** and any other **TWO** questions.
- This paper consists of **2 printed** pages

**QUESTION 1 (COMPULSORY)**

**(a)** Define the following terms as used in arrangement and description of a collection:

- (i) Accession **(2 marks)**
- (ii) Arrangement **(2 marks)**
- (iii) Finding aid **(2 marks)**
- (iv) Provenance **(2marks)**

**(b)** Outline **FIVE** elements of an accession register. **(10 marks)**

**(c)** Highlight **SIX** steps in the arrangement of a collection. **(12 marks)**

## **QUESTION 2**

Discuss the **FIVE** levels of arrangement of a collection according to Oliver W. Holiness. **(20 marks)**

## **QUESTION 3**

**(a)** Highlight **FIVE** importance of arranging archival materials. **(10 marks)**

**(b)** Outline **FIVE** elements found in series description sheet. **(10 marks)**

## **QUESTION 4**

Explain any **TWO** principles of arrangement of a collection. **(20 marks)**

## **QUESTION 5**

Explain **FOUR** finding aids one is likely to encounter in a repository. **(20 marks)**