



**TECHNICAL UNIVERSITY OF MOMBASA**

**Faculty Business & Social Studies**

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

**DIPLOMA IN INFORMATION SCIENCES (DIS 12S/13J, Y2 S2)**

**BLR 2303: SELECTION & ACQUISITION OF ARCHIVAL RECORDS**

**END OF SEMESTER EXAMINATION**

**SERIES: APRIL 2014**

**TIME ALLOWED: 2 HOURS**

**Instructions to Candidates:**

You should have the following for this examination

- *Answer Booklet*

This paper consists of sections **A** and **B**

Answer question **ONE (Compulsory)** and any other **TWO** questions

Maximum marks for each part of a question are as shown

This paper consists of **TWO** printed pages

## SECTION A (COMPULSORY)

### Question One

- a) Give the definition of the following terms:
- (i) Finding Aid
  - (ii) Accession Register
  - (iii) Thesauri
  - (iv) Reference Services
  - (v) Access Policy
- (10 marks)**
- b) Write short notes on the following:
- (i) Descriptive inventions **(5 marks)**
  - (ii) Who prepares finding aids and how does it go about it in preparing it. **(5 marks)**
- c) In brief explain what “Access to Archives” mean in reference to Archival materials in an organization. **(10 marks)**

## SECTION B (Attempt any TWO questions)

### Question Two

Developing an Access Policy is to design an access policy to suit the needs of the organization. Give and explain the factors that one must consider when designing an access policy. **(20 marks)**

### Question Three

The most important source of documentation for basic control of information is the accession registers. Explain in various formats that the register exists. **(20 marks)**

### Question Four

In records management explain the activities involved in accessing of new arrival from first step up to the last highlighting the description of archives. **(20 marks)**

### Question Five

- a) What does Physical and Intellectual control of records mean in archival repository? **(10 marks)**
- b) Explain how finding aids are applied in both Library and Archives situations in establishing physical and intellectual control of their holdings. **(10 marks)**