

Name _____ Index No. _____ / _____

1913/203
PRESERVATION AND CONSERVATION
OF INFORMATION
November 2013
Time: 3 hours

Candidate's Signature _____

Date _____



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN LIBRARY, ARCHIVES AND
INFORMATION STUDIES

PRESERVATION AND CONSERVATION OF INFORMATION

3 hours

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above.

Sign and write the date of examination in the spaces provided above.

This paper consists of TWO sections; A and B.

Answer ALL the questions in Section A and any FOUR questions from section B.

All answers should be written in the spaces provided on the answer booklet.

Marks for each question is as indicated.

Do NOT remove any pages from this booklet.

Candidates should answer the questions in English.

For Examiner's Use Only

Section	Question	Maximum Score	Candidate's Score
A	1 - 11	32	
B		17	
		17	
		17	
		17	
Total Score		100	

This paper consists of 16 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SECTION A (32 marks)

Answer ALL the questions in this section in the spaces provided.

1. List **three** types of drawing inks. (3 marks)

2. Outline **four** agents that may cause chemical deterioration of information materials. (4 marks)

3. State **four** traditional methods that are used in repairing information materials. (4 marks)

4. Direct sunlight is regarded as an enemy of records. State **two** reasons in support of this statement. (2 marks)

5. List **three** dehydrating chemicals that may be used in minimizing the deleterious influence of excessive humidity in records storage rooms. (3 marks)

6. Outline **three** advantages of using open shelves for keeping library books. (3 marks)

7. The choice of a repair method to be adopted for a particular document will depend on a number of factors. List **three** of such factors that should be considered when selecting the method. (3 marks)

8. State **two** reasons why bookbinding is regarded as a sound preservation measure for information materials. (2 marks)

9. Define a disaster plan for an information centre. (2 marks)

10. Outline **three** measures that should be taken to protect documents when photocopying them. (3 marks)

11. List **three** types of damages that may arise from the harmful effects of dust on information materials. (3 marks)

SECTION B (68 marks)

Answer any TWO questions from this section in the spaces provided after question 16.

12. (a) Highlight **six** air pollutants that may cause the deterioration of information materials. (9 marks)
- (b) Explain **four** advantages of using metallic shelves for storing documents. (8 marks)
13. (a) Outline the advantages of air-conditioning the storage rooms for information materials. (9 marks)
- (b) State **four** reasons why a disaster plan is necessary for a library. (8 marks)
14. (a) Explain the climatic factors that may cause the deterioration of documents in the tropics. (8 marks)
- (b) Outline the components of a record created using modern machine made paper. (9 marks)
15. (a) Highlight the principles that should be observed when repairing archival documents. (9 marks)
- (b) Explain the composition of an iron gall ink that is used for writing purposes. (8 marks)
16. (a) Highlight the advantages of binding information materials using the spiral method. (8 marks)
- (b) Outline the measures that should be put in place to prevent the deterioration of books arising from human activities in a library. (9 marks)