

Name: _____

Index No: _____

1913/203
PRESERVATION AND CONSERVATION
OF INFORMATION

Candidate's Signature: _____

July 2012

Date: _____

Time: 3 hours



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THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION STUDIES

MODULE II

PRESERVATION AND CONSERVATION OF INFORMATION

3 hours

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided at the top of this page.

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

This paper consists of 15 questions in TWO sections, A and B.

Answer ALL the questions in section A.

Answers any FOUR questions from section B.

For Examiner's Use Only

Section	Question	Maximum Score	Candidate's Score
A	1-10	32	
B		17	
		17	
		17	
		17	
Total Score			

This paper consists of 12 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 **four** learning resources that may be used for teaching lessons on the conservation of information materials. (4 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____

2. State **three** types of damage that rodents cause to information materials. (3 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____

3. Highlight **three** internal agents that cause deterioration of information materials. (3 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____

4. The library collection of an organization has suffered considerable damage due to floods. You have been asked to assist in the salvage operations. Outline the first **three** steps that should be taken in the salvage operations. (3 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____

5. State **three** reasons why proper ventilation in the repository of an archives building is necessary. (3 marks)
 - (i) _____
 - (ii) _____
 - (iii) _____

6. The repair or restoration of archived documents requires the application of certain rules and principles. Outline the importance of any **three** of these principles. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
7. You have been given a damaged document to repair. List **four** things about the document that you should know before embarking on its repair. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
8. Outline **three** challenges that may face conservators in identifying emerging trends in the conservation of information materials. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
9. Highlight **three** advantages of the hand lamination method of repair for information materials. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____
10. List **three** characteristics of the oil-based inks that are used for creating records. (3 marks)
- (i) _____
- (ii) _____
- (iii) _____

SECTION B (68 marks)

*Answer any **FOUR** questions from this section.
All questions carry equal marks.*

11. (a) Highlight **six** security measures that may be put in place to ensure adequate protection of information materials in an archives institution. (9 marks)
- (b) Explain **four** ways in which a user education programme may assist in the preservation of information resources in a library. (8 marks)
12. (a) Outline the steps followed in the procedure of manufacturing machine-made paper that is used for creating records. (9 marks)
- (b) Highlight the disadvantages of the tissue method of repair for information materials. (8 marks)
13. (a) Explain **four** precautionary measures that should be taken into consideration when deacidifying paper documents using the aqueous method. (9 marks)
- (b) Highlight **six** types of writing inks. (8 marks)
14. (a) Highlight the problems of preservation of paper documents in tropical countries. (9 marks)
- (b) Describe **four** physical agents of deterioration of information materials. (8 marks)
15. (a) Your employing organization is planning on mounting a conservation workshop. You have been tasked with the preparation of a list of requirements for the workshop. Outline **six** items you would include in the list. (9 marks)
- (b) Explain **four** reasons why book binding may be regarded as a preservation measure for safeguarding information materials. (8 marks)
