

2813/302

**CONSERVATION AND RESTORATION OF  
INFORMATION MATERIALS**

November 2010

Time: 3 hours

**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**DIPLOMA IN INFORMATION STUDIES**

**CONSERVATION AND RESTORATION OF INFORMATION  
MATERIALS**

**3 hours**

**INSTRUCTIONS TO CANDIDATES**

*This paper consists of SEVEN questions.*

*Answer any FIVE questions.*

*All questions carry equal marks.*

**This paper consists of 3 printed pages.**

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

1. (a) Outline the steps that should be followed in the tissue repair method of information materials. (10 marks)
- (b) Describe the components of the paper used in printing newspapers, highlighting the significance of each component. (10 marks)
2. (a) Explain **five** qualities of handmade paper that makes it suitable for creating archival records. (10 marks)
- (b) Explain each of the following terms as used in the conservation of information materials:
- (i) encapsulation;
  - (ii) deacidification;
  - (iii) oxidation;
  - (iv) foxing;
  - (v) thymol fumigation. (10 marks)
3. (a) Explain **four** advantages of the spiral method of binding information materials. (8 marks)
- (b) Highlight **six** measures that should be taken to ensure proper preservation of records in an archival institution. (12 marks)
4. (a) The College of Business Information has noticed that it has lost its information in electronic formats. Outline **six** measures that should have been taken to prevent this loss. (12 marks)
- (b) Explain **four** difficulties experienced in preserving water based paintings. (8 marks)
5. (a) You have been hired to manage a school library where most of the books are deteriorating due to mutilation. Highlight **four** measures that should be taken to address this problem. (8 marks)
- (b) Highlight **six** ways of preventing fungi attack on library books. (12 marks)

6. (a) Outline **four** precautions that should be taken to ensure proper conservation of information on vellum, highlighting the significance of each precaution. (8 marks)
- (b) Highlight the steps that should be followed in the procedure of fumigating insect infested information materials using a fumigation chamber. (12 marks)
7. (a) Explain **four** reasons why bleaching may **not** be suitable as a cleaning method for archival materials. (8 marks)
- (b) Highlight **six** ways in which the process of manufacturing machine made paper contributes to the deterioration of information materials created using such paper. (12 marks)

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