

3813/102
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REPROGRAPHY AND CONSERVATION
OF INFORMATION
November, 2008
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
HIGHER DIPLOMA IN LIBRARY AND INFORMATION
MANAGEMENT
HIGHER DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT
MODULE I

REPROGRAPHY AND CONSERVATION OF INFORMATION

3 hours

INSTRUCTIONS TO CANDIDATES

*This paper consists of SEVEN questions in three sections; A, B and C.
Answer FIVE questions as follows:
QUESTION 1 in section A (Compulsory)
Any TWO questions from section B.
Any TWO questions from section C.
QUESTION 1 carries 40 marks.
All questions in sections B and C carry 15 marks each.*

This paper consists of 5 printed pages.

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

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SECTION A (40 marks)

COMPULSORY

1. **Read the case below and answer the questions that follow.**

Students of Watamko College of Business Management could not believe it when they were told once again that, their end of semester examination would be delayed for three days. They demanded a proper explanation from their Dean who explained to them that the printing firm contracted to print the examination had failed to do so on time. This was not the first time the College was experiencing such problems with the same printing firm. In the past, students would not get their leaving certificates on time. This caused a lot of uproar from students. Such delays made the students to miss job opportunities and other privileges.

The printing firm, which goes by the name Amko Printers, is situated in Industrial Area and is housed in an old dilapidated building. The physical facilities of the firm have suffered many years of tear and wear. The firm uses old printing machines which often break down at wrong times. Most of the work produced is not legible and the printing has to be repeated several times.

Amko Printers is a large firm which effectively advertises itself in various media and boasts of its capacity to help architectural engineering, manufacturing, retail and industries to get all their reproduction needs. The management is unwilling to replace the old printers with modern ones arguing that there was lack of funds to purchase a new printer. Most of the time, some of the employees in the firm feel that the money used for advertising and public relations campaigns should be used to modernise the company's reproduction departments.

The clientele of the printing firm, like Watamko College, often complain about the fading of documents which are produced by the firm. This has caused untold problems to students especially those who use the past papers for revision. Many documents produced by the firm fade very fast especially when they go through photocopying process.

Some lecturers in the College have urged the management to start its own printing department. This, however, has not been accepted by the management who have given the excuse of inadequate funds. The management has also cited the possibility of leakage of examination if they were to be printed inhouse. However, the lecturers have observed that, these excuses are not acceptable as they argue that the College can employ a professional reprographer who would advise on how to start the department. In this age of information technology, it is unacceptable that the College should continue to rely on a company that is using very old and unserviceable machines for producing such important documents such as examination papers and certificates.

The College also has to bear with the problem of bulky records that have resulted from duplication of records. More often than not, several departments have several copies of the same information. This has led to lack of space to keep the records as every space is taken up by the duplicates. The only photocopying machine is often mishandled and breaks down easily, costing the College alot of money in repairs. The issue of photocopying paper also adds on the expenses. More often than not, some staff misuse the copier by using it for their own personal work.

During official occasions, the College normally hires photographers who take too many photographs that they later sell to the college very expensively. Most of these photographs are not kept well. This problem has led to the college losing some very important photographs. The lecturers have advised the management to buy a digital camera to solve the problem of the photographs. However the College has always remained adamant, citing lack of funds as the main reason.

Another problems that the College is facing is poor storage of microfilmed records which are kept together with paper based records. These records are supposed to be preserved permanently under proper conditions of upkeep. The College has not developed proper measures of preservation of such records.

In the Engineering department, the College is facing problems of keeping its maps and charts. For instance, records from this department such as drawings and charts are folded and kept together in bundles on open shelves where they are gathering a lot of dust. Most of these records have faded, some have become yellow and brittle to the point that they break very easily on handling.

To compound the problems, the College is also having serious problems with its library collections. The books in the library are in various stages of deterioration as a result of exposure to diverse agents of deterioration.

Recently a fire broke out in the central registry of the college and destroyed valuable records. In an attempt to put out the fire, water was used and this caused considerable damage to the registry collection.

- (a) Watamko College intends to develop a conservation policy. Analyse **five** benefits that the college should derive from the policy in the light of the problems highlighted in the case. (10 marks)
- (b) Explain **five** challenges that the college is facing by keeping both microfilm and paper based records together, highlighting one solution to each challenge. (10 marks)
- (c) Explain **five** ways in which Amko Printers has contributed to the deterioration of information materials at Watamko College. (10 marks)
- (d) You have been approached by the college to help in restoring the registry to normal use. Describe the steps you should take to salvage the damaged records. (10 marks)

SECTION B (30 marks)

Answer any TWO question from this section

2. Your organisation intends to convert its paper records to electronic media. Assess **five** benefits that the organization may derive from this action. (15 marks)
3. You have been hired to manage photographs in an art gallery of a National Museum. Analyse **five** factors that you should consider when developing a policy for conserving the photographs (15 marks)
4. Explain the steps that should be followed when applying the xerographic technique in the reproduction of information. (15 marks)

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SECTION C (30 marks)

Answer any TWO questions from this section.

5. Restoration of information materials in an archival institution is governed by principles.
Identify and analyse the role of each principle in the conservation of information. (15 marks)
6. Paper records deteriorate faster in the tropics than in the temperate climate.
- (i) Explain **five** reasons for this phenomenon. (10 marks)
- (ii) Outline **five** measures that can be taken to prevent deterioration of paper records in tropical climate. (5 marks)
7. Analyse **five** ways in which changes in technology are adversely affecting the conservation of information materials. (15 marks)