

3813/102  
3817/102  
**REPROGRAPHY AND CONSERVATION OF  
INFORMATION**  
November 2011  
Time: 3 hours



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**HIGHER DIPLOMA IN LIBRARY AND INFORMATION MANAGEMENT**

**HIGHER DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT  
MODULE 1**

**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:*

- (i) QUESTION ONE in section A.*
- (ii) ANY TWO in section B.*
- (iii) ANY TWO question in section C.*

*QUESTION 1 carries 40 marks.*

*All other questions in both sections B and C carry 15 marks each.*

**This paper consists of 4 printed pages.**

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

## SECTION A (40 marks)

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

The National Archives of Koto recently took an inventory of their holdings dating back to the 1970's. Mr. Jon John, the chief archivist had observed that the archives had accumulated at such a high rate that it was becoming impossible to manage them. The inventory also revealed that, audio visual materials were depreciating due to inadequate storage conditions, lack of qualified staff, lack of policies that specifically address audio visual materials.

In some cases, the materials have been moved to a caravan, as a temporary "shelter". This could be attributed to the fact that the National Archives of Koto does not have facilities to keep audio visual materials. Audio visual materials are also kept in the government departments and ministries such as the Ministry of Information and Broadcasting, the Koto New Corporation (KNC), the national universities and colleges and many others. These institutions preserve different formats of audio visual records and related materials such as films, videos, CDS, DVDs, scripts, posters, slides, music sculpture, paintings and other artefacts.

The Chief Archivist urgently wrote a concept paper to explain to his staff the need for conserving audio visual archives. He observed that, audio visual materials are unique, fragile and fugitive and need special care. They also differ from textual records in format and characteristics. The chemical nature of audio visual archives makes them susceptible to damage, destruction and loss. For instance he observed that tapes can easily get entangled in machines. He also observed that sound recordings are dependent on complex technology and they deteriorate at a rapid rate. He suggested that it is important that audio visual materials be kept in storage rooms which meet the recommended storage conditions to prolong their life span. It is equally important that audio visual materials are stored in specialised archives facilities and equipment.

On reading the concept paper, the deputy chief archivist exclaimed, "I think we should consider relegating the management of the audio visual materials to the media houses."

The inventory also revealed that, materials are kept in a room where temperature and humidity are not regulated to the required levels. Further, the audio visual records were neglected although they contained the most significant data on the pre-colonial past, emanating from oral history projects which were instituted to preserve the oral testimonies of the Kotos. Materials also include photographs which cover national events dating back to colonial times. These photographs are kept in the basement of the Ministry of Toursim.

Matters are made worse by the absence of any legal frameworks within which the audio visual materials could be managed. The chief archivist has prioritized the development of a policy for the preservation of the audio visual materials. The issues of the location of the audio visual archives has also been a great concern to the government of Koto since all the ministries and departments lay a claim to their audio visual materials. Ownership of the materials has been discussed at several forums, but no conclusions have been arrived at. Hence, these materials are still housed in the offices where they were generated. There is an urgent need to agree to bring these materials in a centralised place.

- (a) Assess the need for formulating an archives preservation policy for the National Archives of Koto. (15 marks)
- (b) The photographic collection of Koto constitute a significant part of its history. Discuss the importance of digitising the collection. (10 marks)
- (c) Explain the advantage of setting up an audio visual archives institution in Koto. (15 marks)

### SECTION B (30 marks)

*Answer any TWO questions form this section.*

- 2. As a conservation expert, you have been contracted by a government department to microfilm its records for preservation purposes. Describe the steps you would follow in undertaking this exercise. (15 marks)
- 3. A university, with a population of 10,000 students, has set up a reprographics department. You have been hired to manage the department. Explain the ways in which you would maintain the reprographics equipment given the heavy usage of the equipment. (15 marks)
- 4. Your employing organization has asked you to identify suitable personnel to work its newly established reprographics department. Analyse the skills the personnel should have in order to be considered.

**SECTION C (30 marks)**

*Answer any TWO questions form this section.*

5. Due to technological advancement, new and varied formats for information materials have been developed. Such formats include electronic formats.  
Analyse the challenges of preserving these formats in the tropical environment. (15 marks)
  
6. As a conservation expert, you have been contracted to gather information on the state of conservation of information materials.  
Explain the information that should be gathered in the course of the survey. (15 marks)
  
7. As a conservator employed by a large multinational organization, one of your responsibilities is to advise the management on the key conservation priorities when selecting records for conservation treatment. Analyse the issues you should include in your advice to the management. (15 marks)