REGULAR UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR
SECOND YEAR FIRST EMESTER

UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 3106
COURSE TITLE: PRESERVATION OF INFORMATION MATERIALS II

DATE: 3RD DECEMBER, 2018 **TIME: 0830 – 1030 HRS**

INSTRUCTIONS TO CANDIDATES

Answer Question **ONE** and any other **TWO** questions

Question 1 a) What is preservation? **(2 marks)**

Question 1b) What is the Difference, Preservation, Conservation, and Restoration? **(4 marks)**

Question 1c) Discuss why records, information materials and archival materials are preserved **(4 marks)**

Question 1d) Explain **two** key principles of preservation **(4 marks)**

Question 1e) State **four** causes of deterioration of information materials **(4 marks)**

Question 1f) Explain **four** factors you would consider when choosing a method of preserving or conserving information materials under your care **(4 marks)**

Question 1g) Discuss why materials in libraries and archives have value and how value relates to decisions about what should be preserved and how **(8 marks)**

Question 2a) Discuss **four** factors in disaster preparedness, risk management and security of libraries and management. **(10 marks)**

Question 2b) State **five** Methods of preservation of records and archives Materials **(10 marks)**

Question 3a) Explain **four** principles of preservation and conservation, stating their relevance to the preservation of information materials **(12 marks)**

Question 3b) State **four** reasons why records, information materials and archival documents are preserved **(8 marks)**

Question 3c) How does managing and preserving electronic records compare with of paper records? **(6 marks)**

Question 4a) Explain **three** ways to preserve email messages. **(5 marks)**

Question 4b) State **five** factors which should be taken when selecting appropriate preservation media. **(5 marks)**

Question 4c) You have been tasked by the management to develop Preservation program me. State the steps that would help you in setting up preservation program me. **(10 marks)**

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