



# **MAASAI MARA UNIVERSITY**

## **REGULAR UNIVERSITY EXAMINATIONS 2019/2020 ACADEMIC YEAR**

**THIRD YEAR SEMESTER ONE UNIVERSITY EXAMINATION  
FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES**

**COURSE CODE: INS 3106**

**COURSE TITLE: PRESERVATION OF INFORMATION MATERIALS II**

**DATE: 9<sup>TH</sup> DECEMBER 2019**

**TIME: 11.00AM-1.00 PM**

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### **INSTRUCTIONS TO CANDIDATES**

Answer Question ONE and any other TWO Questions

- 1a) Define collection maintenance **(2 marks)**
- 1b) what is digital preservation **(2 marks)**
- 1c) State **three** ethics of conservation **(4 marks)**
- 1d) Explain **three** types of Preservation and Conservation Techniques **(4 marks)**
- 1e) State **four** basic elements of a preservation program **(4 marks)**
- 1f) Define the term preservation and explain why it is necessary to preserve information, records and archival material. **(12 marks)**
- 2a) Explain **four** major methods of preservation activities or records and archives materials **(12 marks)**
- 2b) Discuss the basic principles and methods of conserving and preserving the wide range of materials found in libraries, archives, and heritage collections. **(8 marks).**
- 3a) Discuss **five** factors of deterioration and explain their preventive and curative measures **(10 marks)**
- 3b) Discuss the challenges of preservation and conservation of library and archives materials **(10 marks)**
- 4a) How does managing and preserving electronic records compare to that of paper records? **(8 marks)**
- 4b) You are to give an expert opinion on preservation of information materials. Explain five elements of preservation management programme that should be considered for an organization. **(6 marks)**
- 4c) Define digital preservation and explain digital preservation **(6 marks)**

**//END**

**COURSE OUTLINE FORM**  
**COURSE CODE&TITLE: PRESERVATION OF INFORMATION MATERIALS**

<i>Topic</i>	<i>Objectives</i>	<i>Assignments</i>
Week 1	<b>Course Overview and</b> Introduction to concepts n overview of the causes of physical and chemical deterioration Definitions: Preservation; conservation; restoration •Legislation and charters pertaining to the protection of cultural heritage; international organizations; standards; international trends and developments• Modern theory of conservation; principles of conservation; ethics; values; stakeholders and conflicts of interest; conservation and politic	Knowledge the types of physical and chemical deterioration that affect books, paper, photographs, and related library media (including paper, parchment, microforms, phonograph records, magnetic tape, and digital media);
Week 2	Ageing and Degradation Causes, mechanisms, results and typology of ageing and degradation of books and archival material. •Paper degradation: chemical; physio	Explore significance of preservation
Week 3	An overview of the causes of physical and chemical deterioration information materials	Analyze the changing definitions of preservation as a technique of preserving information formats
Week 3	History of Papermaking Objects and Materials History, composition, properties, and structure (books; archival material; photographic material; film; gramophone records; magnetic media; other audio and video media; digital media; paper; leather; parchment, etc.). •History of paper and writing media; hand and industrial papermaking; paper sizing•Paper composition and structure.	Survey the history of paper and preservation
Week 4	<b>Environmental Control</b>	Knowledge of current book and paper conservation options for decelerating deterioration (preventive conservation) including appropriate environmental controls, care and handling, storage, and exhibit practices;Identify the basic concepts and theories influencing preservation of information materials
Week 6	<b>Preventive Conservation</b>	Describe the functions conservators, curators book binders of preservation
Week 7	<b>Book Conservation</b>	Knowledge of current book and paper conservation treatment options for repairing library and archival media, including paper conservation, book repair, library binding, and rare book conservation;

Week 8	<b>Photographic Media</b>		
	<b>Sound Recordings, Magnetic, and Digital Media</b>	Identify the specific challenges of managing electronic records	
Week 10	<b>Understanding Paper and its Conservation</b>	Identify the specific challenges of managing visual records	
Week 11	<b>Care and Handling</b>	Analyze the processes by which information materials are preserved	
Week 12	<b>Disaster Recovery</b>	Examine the uses of records by government for accountability	
	<b>Preservation Administration</b>	Examine the uses of records by business for accountability	
Week 14	Records, ethics and accountability - Non-profit sector	Examine the uses of records by non-profit organizations for accountability	
Week 15	Development of archives and records managements professions	Articulate the role of archivists and records managers in so	



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FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES**

**COURSE CODE: INS 1108**

**COURSE TITLE: ICT IN RECORDS MANAGEMENT I**

**DATE: 10<sup>TH</sup> DECEMBER 2019**

**TIME: 1100 -1300HRS**

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**INSTRUCTIONS TO CANDIDATE**

**Answer Question ONE and any TWO Questions**

- 1a) What are records **(2 marks)**
- 1b) Define the concept and meaning ICTs **(4 mark)**
- 1c) Explain four characteristics of records **(4 marks)**
- 1d) Explain the type of records kept and managed in institutions of higher learning **(4 marks)**
- 1e) Explain why records management is important **(4 marks)**
- 1f) Explain the criteria you would use to identify records **(4 marks)**
- 1g) Describe at least **five** types of technology applications that can help in management of records **(8 marks)**

2a) Discuss record keeping system **(10 marks)**

2b) Computers play a vital role in records and archives management.

Describe any five basic requirements for computerization **(10 marks)**

3a) Explain the components of Information and Communication Technology **(10 marks)**

3b) Discuss the challenges of ICT adoption and implementation in Organizations. **(10 marks)**

4a) You are appointed as the Records Manager , explain **three** ways in which ICT technologies are applied to solve challenges in records management **(8 marks)**

4b) Describe two components of ICT s and their functions **(12 marks)**

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**FIRST YEAR SEMESTER ONE UNIVERSITY  
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SCIENCES**

**COURSE CODE: INS 3118**

**COURSE TITLE: ICT IN RECORDS MANAGEMENT II**

**DATE: 9<sup>TH</sup> DECEMBER, 2019**

**TIME: 8.30-10.30 AM**

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**INSTRUCTIONS TO CANDIDATES**

**ANSWER Question ONE and any TWO Questions**

1a Define the following terms:

- |                            |                   |
|----------------------------|-------------------|
| (i) ICT                    | <b>(2 marks)</b>  |
| ii) Information management | <b>(2 marks)</b>  |
| iii) Records management    | <b>(2 marks)</b>  |
| iv) Archives management    | <b>(2 marks)</b>  |
| v) Database                | <b>( 2 marks)</b> |

1b) Differentiate between a record and a document **(4 marks)**

1c) State **four** categories of records. **(4 marks)**

1d) Discuss types of technology applications to the management of archives and records. **(12 marks)**

2a) Discuss the implications of new technology ( electronic mail, instant messaging and chat, digital reference services, Web sites, scanners, digital

cameras, folksonomies, and various adaptive technologies) in facilitating records and archival access. **(20 marks)**

3a) Discuss **three** challenges of ICT adoption and implementation in management of records and archives in organizations. **(10 marks)**

3b) You have been employed as the information technology/records manager. State your **three** major roles and explain how you would carry these roles. **(10 marks)**

4a) Discuss the importance of legal and policy framework in the use of records management and state **five** major components of a policy **(12 marks)**

4b) Explain how building collaborative alliance in the management of records can raise the value of both records management (RM) and information technology (IT) within organization. **(8 marks)**

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