SECTION A

QUESTION 1

What is a preservation policy? Illustrate why archival institutions should have preservation policies.

(25 marks)

QUESTION 2

Explain the following concepts
a. Integrated pest management (IPM) (5 marks)
b. Conservation (5 marks)
c. Preservation (5 marks)
d. Relative humidity (5 marks)
e. Reformatting (5 marks)

(25 marks)

QUESTION 3

Environmental control and monitoring is one of the keys to sustainable collection management in archives. Do you agree? Motivate your answer.

(25 marks)
SECTION B

QUESTION 4

What are macro-organisms? Discuss what damage they can cause to archival materials and explain what prevention measures can be undertaken by an archive in regard to this matter.

(25 marks)

QUESTION 5

What is the purpose of a preservation survey? What steps are involved in conducting a preservation survey?

(25 marks)

QUESTION 6

Reformatting is key to addressing preservation problems posed by deteriorating media. Assess the various reformatting methods.

(25 marks)

QUESTION 7

According to Hunter (1997) “when God said, let there be light, a footnote should have been added except in archives”. Discuss.

(25 marks)