

2913/105

**PRESERVATION AND CONSERVATION OF
INFORMATION MATERIALS**

November 2021

Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN INFORMATION SCIENCE

MODULE I

PRESERVATION AND CONSERVATION OF INFORMATION MATERIALS

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SEVEN questions.

Answer any FIVE questions in the answer booklet provided.

All questions carry equal marks.

Candidates should answer the questions in English.

This paper consists of 2 printed pages.

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

1. (a) Assume you are the conservator in Low Hill archives and have decided to use full pasting method to repair some documents. Describe the procedure you may use. (12 marks)
- (b) Highlight the advantages of full pasting repair method. (8 marks)
2. (a) Explain **five** factors that may be considered to develop a disaster recovery plan for an information centre. *Preparedness* (10 marks)
- (b) Highlight **five** features of parchment and vellum that promoted their use in the ancient times. *Recovery* (10 marks)
3. (a) Highlight **five** reasons for reformatting information materials in a national library. (10 marks)
- (b) Kilima Resource Centre has set aside funds to digitize information materials. Explain **five** challenges they may experience. (10 marks)
4. (a) Highlight **six** observations that may assist to determine the level of deterioration of books in a library. *Misfiled documents, Delay in filing of books, Improper arrangement of books, Some professional negative attitude, Worn-out covers and missing pages, Dust on books inside cabinets.* (12 marks)
- (b) Padla Social Resource centre has experienced theft of information materials. Explain **four** measures they may put in place to curb this practice. (8 marks)
5. (a) Explain **six** preservation measures that may be taken to increase the life-span of magnetic media tapes. (12 marks)
- (b) Describe **four** characteristics of documents that have been affected by fungi in a record centre. *The document appears to be black in colour, sticky, the words in a doc don't appear clearly, can easily tear up.* (8 marks)
6. (a) Explain **six** disadvantages of microfilming information materials in a library. (12 marks)
- (b) Highlight **four** qualities of carbon inks. *Expensive, Not corrosive, Durable, Not acidic.* (8 marks)
7. (a) Assume you have been hired as a consultant by Dondi Bindery centre to advise them on repair of damaged information materials. Explain **five** types of materials used for binding that you may suggest. *Cello-tape/glove, spiral wire, Binding paper, Dandi.* (10 marks)
- (b) Explain **five** physical tests that may be carried out to determine the durability of paper based information materials. *Strength (fold), Size, Material, Nature, Colour.* (10 marks)

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