



MAASAI MARA UNIVERSITY

UNIVERSITY EXAMINATIONS 2018/2019 ACADEMIC YEAR
THIRD YEAR SEMESTER ONE UNIVERSITY EXAMINATION
FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCES

COURSE CODE: INS 1209

COURSE TITLE: PRESERVATION OF INFORMATION MATERIALS I

DATE: APRIL 2019 TIME: DURATION: 2 HRS

INSTRUCTIONS TO CANDIDATE

Answer Question ONE and any other TWO questions

- 1 a) What do you understand by the term “preservation”? **(2 marks)**
- b) Differentiate between “Preservation and Conservation” **(2marks)**
- c) Define Bookbinding **(2 marks)**
- d) Explain digitization **(2 marks)**
- e) Explain why Restoration and Maintenance are important in repositories **(4 marks)**
- d) Elucidate the importance of preservation of information, records and archival material. **(4 marks)**
- e) The old adage that “Prevention is better than Cure” is true in the science of preservation. Explain the statement **(4 marks)**
- f) Discuss **five** factors of deterioration and preventive preservation strategies for information materials **(12 marks)**
- 2a) Explain any **five** key principles of conservation management showing their relevance to the preservation of information materials. **(8 marks)**
- 2b) Explain how you would evaluate effectiveness of preservation and conservation programme **(12 marks)**
- 3a). Examine the challenges in preserving information materials in digital format and suggest possible ways in which they can be addressed **(10 marks)**
- 3b) Explain best storage methods and handling practices of information materials

(10 marks)

4a) Define a preservation program and explain any **five** elements **(8marks)**

4b) You have been appointed university information manager. Explain the role of a preservation management policy in the institution and explain how you would develop one . **(12 marks)**