



THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December /April/May /July 2019

Originating Campus: Cave Hill Mona St. Augustine

Course Code and Title: **ARCM 6003 - PRESERVATION OF ARCHIVAL MATERIALS
IN TROPICAL ENVIRONMENTS**

Date:

Time:

Duration:

3 Hours

Paper No:

Materials required:

Answer booklet: Normal Special Not required

Calculator: Programmable Non Programmable
(where applicable)

Multiple Choice answer sheets: numerical alphabetical 1-20 1-100
Auxiliary/Other material(s) – Please specify:

Candidates are permitted to bring the following items to their desks:

Instructions to Candidates: This paper has 4 pages & 6 questions.

Candidates are reminded that the examiners shall take into account the proper use of the English Language in determining the mark for each response.

ANSWER THE PART I CASE STUDY, AND PART II: WRITE 2 SHORT ESSAYS

MARK SCHEME: TOTAL: 40% of final marks

PART ONE: Question out of 20 marks

PART TWO: Each question out of 10 marks each.

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External Examiner (where applicable)

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PART ONE:

1. Read the case scenario below:

The Saba Photographic Society was a group of early photography enthusiasts that had a special interest in taking photographs of their island home, Saba. Started in November 1900, by Admiral John Brodie, a retired Dutch Navy officer and passionate photographer, the Saba Photographic Society was an informal group of friends who spent their time taking photographs of fauna, floral and life activities of the three villages on the island: The Bottom (Saba’s capital town), Windwardside and St John’s Villages. On 15 January 1901, Brodie decided to formalize the group into a photographic society in order to participate in the Dutch Exhibition slated for May to August later that year.

Between the period 15 January 1901 to 21 March 1998, the Saba Photographic Society built up an impressive portfolio as follows:

Photographs:

- Glass plated slides of local churches, 1901-1905 (1 box).
- Glass plated slides of Saban sea voyeurs, circa 1902-1925 (2 boxes)
- Glass plated slides of Windwardside Village, 1901-1927 (3 boxes)
- Glass plated slides of The Bottom, 1901-1929 (4 boxes)
- Glass plated slides of St John, 1901-1928 (3 boxes)
- Glass plated slides of the Dutch Exhibition, 1901 (2 boxes)
- Black and white photographs of hiking tours, 1930-1935 (3 paper envelopes)
- Black and white photographs of Saban Lace products, 1932 (2 paper envelopes)
- Black and white photographs of “The Road” construction, 1938-1943 (5 envelopes)
- Black and white and colour photographs of island celebrations, 1930s-1990s (5 envelopes)
- Black and white and colour photographs of funerals and family celebrations, 1938-1990s (5 envelopes)
- Photographs of members of Society at Annual Dinners, 1965-circa 1995 (2 folders)

The Society also kept meticulous records which were organised as listed:

Minutes of Meetings.

- Membership Lists, including list of committee members
- Executive Committee Minutes, which oversaw the affairs of the Society
- Excursion Committee Minutes, which planned activities for the Society
- Publications Committee Minutes, which organised and published “Views from Above”, the annual Society’s Photographic Journal, 1910-1996

Financial Records

- Three (3) Cash Books – 1910-1922, 1923-1950 and 1966-1972
- Four (4) Ledgers (bound volumes) – Ledger A: 1901-1933, Ledger B: 1934-1950, Ledger C: 1966-1975, Ledger D: 1976-1992
- Annual Accounts: These are really important as they give summaries of what happened every year. There is one for each year from 1912-1992.

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Correspondence Records

- There is also a box of correspondence files, which has letters about membership, excursions and events. Stuck in the back of this is a Constitution dated 1903 and a loose set of Executive Committee Minutes for 1978. The correspondence is from January 11, 1963 to about 1965.
- One box of newsprint ephemera, such as flyers and public announcements dating from 1920-1945 which are brown, brittle and mouldy.

The Saba Photographic Society was officially merged with the Historical Society in February 1999, due to declining membership. The Society unanimously agreed that all their records should be donated to the Archives of the Saba Island Administration and appointed the treasurer Mrs Jane Hardy to arrange the transfer. Mrs Elaine Buttersworth, Saba Island Archivist, visited the Ludberg House, where the Society met and kept their records over the years. The records room was downstairs in the cellar, which was dark, damp and dusty. There were fifteen linear feet of glass plated photographs shelved against the thick brick walls and dating back to the 1900s, which were quite mouldy and emitted a repugnant vinegar odour. The envelopes containing the black and white images were damp, with some photographs showing signs of water damage and were sticking together. Several other boxes with mould growing on its exterior, contained the Society's correspondence files and ephemera. The bound volumes and large financial ledgers, which were placed on top each other on the unpainted wooden shelves, also showed signs of high levels of acidity and deterioration. Mrs Buttersworth agreed to accept the records once a Preservation Survey was completed with necessary recommendations made.

In response to the Case scenario above, conduct a Preservation Survey of the archival materials by responding to the following:

- a) Discuss **TWO (2)** concerns for the photographs in the fonds (2 marks)
- b) Describe **TWO (2)** issues facing all the paper-type records in the fonds. (2 marks)
- c) Assess the environmental conditions of the cellar and state **TWO (2)** risks for the records. (6 marks)
any
- d) Identify and discuss what preservation **AND** conservation processes are required to stabilize the fonds, and the professional skillsets required. (10 marks)

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PART TWO: Write TWO (2) short essays in response to any TWO (2) questions (10 marks each)

2. Discuss any **TWO (2)** principles of Preservation and how these can influence the care of materials in the Archives.
3. Briefly comment any **TWO (2)** external factors which affects archival preservation and give **TWO (2)** solutions.
4. Elaborate on **THREE (3)** challenges conservators face working in the Caribbean.
5. Consider the view that digitization is useless for preserving archival materials. Give **TWO (2)** Reasons for your answer.
6. Identify any **TWO (2)** stages of a Disaster Management Plan and discuss its challenges.

END OF EXAMINATION

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