



THE UNIVERSITY OF THE WEST INDIES

Semester I Semester II Supplemental/Summer School

Examinations of December /April/May /July 2018

Originating Campus: Cave Hill Mona St. Augustine

Course Code and Title: **ARCM6003 – PRESERVATION OF ACRHIVAL 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 3 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.

YOU ARE REQUIRED TO ANSWER THE CASE STUDY IN SECTION I AND ANY TWO (2) QUESTIONS FROM SECTION II.

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INSTRUCTIONS: Each page must be signed by the First and Second Examiners, and where applicable the University and External Examiners. Completed forms should be handed to the Senior/Assistant Registrar (Examinations). Where applicable, the EXTERNAL EXAMINER is required to sign the question paper and return it with comments, if any, (on a separate sheet), to the Senior/Assistant Registrar (Examinations).

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External Examiner (where applicable)

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SECTION I

Read the Case Study below and answer the questions.

Location, Location, Location

After years of writing proposals and submissions, the news came that the archive would be granted some money to improve its storage vaults. It was barely enough to do the most basic improvements needed, but any improvement would make a difference to the collection.

The archivist looked out his window at the corrugated iron building with the peeling paint and patches of rust in which sturdy concrete block vaults were built. Everyone believed that the concrete block vaults inside the warehouse shell would provide the stable secure environment the collection needed from the harsh tropical environment. But the humidity inside each vault had a mind of its own and even the addition of small air conditioners to each vault had done nothing to reduce the humidity, especially during the hurricane season when the sea threw spray across the docks and train station onto the rusting warehouse building that held the country’s audiovisual collection. Every time a train went past the electricity voltage dropped, sometimes the air conditioners would stop and not start up again when the power returned. Once an air conditioner nearly caught fire when the motor jammed after such a power outage.

As the warehouse doors creaked open he could see that another section of the plywood ceiling had fallen down over night and the holes in the rusty roofing tin were letting the outside in. The solvent smell of the paint factory mixed with the odour of the ships in the harbour and the slightly vinegary tang coming from the vaults. Another load of barely catalogued tapes to be processed, added to the old database and squeezed into the overcrowded vault. There was no shelf space left, these tapes would have to remain in the old cardboard boxes they arrived in. There was so much to do.

- 1. (a) Identify **FOUR (4)** risks that the archives may have been able to control. [2 marks]
- (b) Outline the uncontrollable risks and their impact on the archives and what measures could be taken to minimise their impact. [8 marks]

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- (c) Describe the improvements that could be most cost effective in ensuring the maximum life for the collection. Place these in a priority order with reasoning for each decision. [10 marks]

SECTION II

Answer any TWO (2) questions.

1. Identify the one main quality inherent in paper records that makes them difficult to preserve and discuss the steps that can be taken to reduce their deterioration. [10 marks]

2. (a) What is the importance of implementing security measures in an archival institution? [2 marks]

(b) Describe **FIVE (5)** security actions that might be undertaken to improve the security of its collections. [8 marks]

3. Explain the importance of conducting a preservation survey and discuss the **FOUR (4)** major activities involved in undertaking this survey. [10 marks]

4. Examine **FIVE (5)** factors that should be considered when determining the suitability of a space for a preservation unit. [10 marks]

5. Assess the view “digitisation for preservation” and “digital preservation” are mutually dependent. [10 marks]

END OF PAPER

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