



**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: **ARCM6002 – ACQUISITION, ORGANIZATION & USE OF ARCHIVAL MATERIALS**

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:

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

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**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 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**

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**PART TWO: Each question out of 10 marks each**

**PART ONE:**

**1. Read the case scenario below:**

Jenny Hardwine was born in Santo Domingo to Antiguan parents on 10 May, 1900. Her father Paul Hardwine was a sugar factory engineer and her mother Annette was a piano teacher. Jenny was educated in Rio Bueno Primary School in Santo Domingo. Returning with her parents to Antigua in 1910, she went to the Antigua Girls High School for five years. As a young girl and teenager, she had many interests, including playing the piano and singing, designing systems and estates, writing poetry and short stories. In 11 March 1917, she witnessed her neighbour being beaten by her husband. Jenny claimed this to be a turning point in her life and decided to become a police woman. Jenny entered the Leeward Islands Royal Police Academy in 12 August 1918, as the 2<sup>nd</sup> woman to be admitted to the Police Force.

In July 1919, Jenny Hardwine was commissioned a Constable and appointed to the Nevis Command, as constable at the Gingerland Police Station. Jenny was to stay in the Nevis command for 10 years. Jenny was promoted to the rank of Corporal in July 1929 and appointed in charge of the Newcastle Police Station, and Sergeant in July 1935, where she appointed to the Charlestown Police Station. In July 1937, Jenny was appointed to Montserrat Command in charge of the Plymouth Police Station. In January 1940, Jenny requested a transfer to Antigua due to her father's failing health, where she was appointed as Sergeant in charge of the Green Bay Substation, close to her family home. Unfortunately her father died in May 1940, leaving her mom Annette with five (5) boxes of his estate drawings, machinery designs and sketches and paintings of various landscapes. Receiving a new appointment to the Leeward Islands Royal Police Academy as Chief Women's Training Officer and promotion to the rank of Inspector in August 1940, Jenny kept all her father's papers, and moved with her mom to Coolidge. There she would remain for the rest of her police career, rising to the rank of Commandant and was appointed Training Principal in July 1955, retiring in 1960. Sadly her mom died in August 1951, leaving Jenny two (2) boxes, containing three (3) bound volumes of piano compositions, and four (4) bound volumes of piano transcriptions of Antiguan folk songs.

Throughout her police service, Jenny maintained her love for piano music and singing. At the Police Academy she successfully started and led the Police Cadet Chorus from 1941-1955. She taught the art of sketching in her Criminal Investigation Class, and maintained a hobby of painting seascapes and writing poetry and short stories. She exhibited her paintings and sketches in July 1955, as well as launching her book, "Sipping on Hardwine: An Anthology of Poems and Short Stories" as part of the public celebration of her new appointment and rank. She later published "Hardwine Life and Times: A Pictorial Biography" which features her paintings, poems, sketches, and stories in October 1965. Since Jenny never married, she donated all her papers to her cousin, Paul Tufton, in October 1983, fearing that she may not live for much longer. Sadly, Jenny Hardwine died peacefully on 19 December 1983, while she was painting the sunset at Ffryes Beach.

In August 1985, when Paul decided to migrate to the United Kingdom, he donated the 90 boxes of Hardwine Papers to the Royal Antigua State Archives, the tenth accession for the year, by a Deed of Gift. He kept the papers in very good and clean conditions, nicely organized in the labelled boxes that Jenny kept them. Paul also encouraged Archivist James Edwards to make people see

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and use them. Paul wrote on the Deed, “The paintings and sketches will make excellent greeting cards! Make copies! Sell them and use that money to maintain the collection!”

**In response to the Case scenario above, please do the following, in accordance with the International Standard for Archival Description, General (ISADG):**

- a. Create a basic Accession Record for this new accession. **(5 marks)**
- b. Create a Fonds-Level Description of the fonds, with the following elements identified:
  - Identity Statement Area: Title, Date, Level of Description, Extent and medium of the units of description
  - Context Area: Name of Creator, Biographical History, Archival History, Immediate source of Acquisition or Transfer
  - Content and Structure Area: Scope and Content
  - Conditions of Access and Use Area: Conditions governing Access, Physical characteristics and technical requirements **(10 marks)**
- c. Create a Data Map outlining the various Record Series within the Fonds. **(5 marks)**

**PART TWO: Write TWO (2) short essays in response to any TWO (2) questions.**

2. Theodore Schellenburg states, “A descriptive programme should be designed to provide information on all records in a repository”. How useful is the “More Product, Less Process” Method in ensuring all records in the repository are accounted for and preserved? Give **THREE (3)** reasons to support your view.
3. Discuss **FIVE (5)** reasons Accessioning is important for managing archival fonds from acquisition to access.
4. Discuss, with **FIVE (5)** reasons, the usefulness of the draft ICA Records in Context Standard in dealing with arrangement and description for cultural records.
5. With reference to Respect de fonds, Provenance and Original Order, discuss **THREE (3)** reasons archival cataloguing is based on Standards rather than Classification Schemes.
6. Describe the ideal Reading Room and give **THREE (3)** essential functions of archival Reference Services.

**END OF PAPER**

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