



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: **LIBS2703 – ARCHIVAL CONCEPTS AND PRACTICES**

Date:

Time:

Duration:

2 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 2 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.

INSTRUCTIONS:

Candidates are required to answer THREE (3) Questions. Answer ONE (1) Essay Question from Section A and ALL Short Answer Questions from Section B.

The University of the West Indies

Course Code

20..../..../...

DO NOT WRITE OR TYPE ON THE BACK OF THIS SHEET: USE ONE SIDE ONLY

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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First Examiner

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University Examiner (where applicable)

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Second Examiner

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External Examiner (where applicable)

Date: 20..../..../.....

Date: 20..../..../.....

SECTION A (each question is for 20 marks)

- 1. Archives have been commonly known to be “the collective memory of society”.
 - a. Explain the importance of collective memory
 - b. Discuss the role of archives in the construction of collective memory?
- 2. Explain the meanings of the following archival principles:
 - a) Provenance
 - b) Original order
 - c) Respect des fonds.

State how these principles are essential to the management of archival materials.

SECTION B (each question is worth 10 marks)

- 3. The appraisal process is important in assessing and selecting archival records for future use. Discuss any **TWO (2)** policies an archivist should be guided by when undertaking this task.
- 4. Discuss the value of a professional code of ethics in archival work and state **TWO (2)** ethical issues archivist face.
- 5. State the **FOUR (4)** levels of arrangement and discuss the importance of each level for the researcher.
- 6. Discuss **THREE (3)** types of challenges archivist face in preserving records in a tropical country and for each challenge describe a possible solution.

END OF EXAMINATION