**BRM 1201 PAPER MAKING AND REPROGRAPHY**

**Short Description**

Covers paper making processes and reprography services. Highlights the importance of paper security in terms of records and information management

**Aim**

To develop students’ understanding of paper as a record container and reprographic processes

**Learning Outcomes**

* Paper making processes understood
* Different reprography services identified
* Security measures for enemies of paper developed

**Intellectual, Practical and Transferable Skills**

Knowledge on paper making process and how to control enemies of paper will be transferred. Knowledge on reprography will be transferred.

**Teaching and Learning Pattern**

By use of lectures, case studies and demonstrations, group discussion and individual research guided by the lecturer.

**Indicative Content**

Paper making, history of paper making, types of paper, paper selection, enemies of paper, acidification and de-acidification of paper, introduction to reprography, detail coverage of types of reprographic processes, e.g. printing, microfilming, photocopying, scanning, cyclostyling, etc.

**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit for final examinations in this course he/she should have obtained at least 15 out of 30 marks. The pass mark for the course shall be 50%.

**Indicative Sources**

Peacock, J. 1995. Book production 2nd ed. London: Blue print.

Bann, D. 1985. The print production handbook. Great Britain: Quarto Publishing

***Background reading***