**BRM 1202 AUDIO VISUAL RECORDS MANAGEMENT**

**Short Description**

Covers audio visual records and information management with a special focus on micro records.

**Aim**

To make students be able to distinguish between different forms of audio visual records and problems in audio visual records management.

**Learning outcomes**

* Different forms of audiovisual records identified.
* Strategies to manage audiovisual records and micro records developed

**Intellectual, Practical and Transferable Skills**

Knowledge on audiovisual records management will be transferred. Knowledge on strategies to manage micro records will be transferred.

**Teaching and Learning Pattern**

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

**Indicative Content**

Definitions of audio visual records, forms of audio visual records e.g. video tapes, cassette tapes, microforms, etc. importance of microforms, audio visual materials in records management, care of microforms and audiovisual materials in a records centre, 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**

Robertson, I. 1991. Audio-visual equipment: a technician’s and user’s handbook. Oxford: BH

Chandra, R., Shrivastava, A.P. 2003. Information preservation in Library management