**BRM 3103 PRESERVATION AND CONSERVATION OF RECORDS**

**Short** **Description**

The course covers techniques of preserving and conserving records. It identifies the enemies of records and administrative measures to manage the enemies of records.

Aim

To enable students acquire knowledge and skills required for records preservation and conservation.

Learning outcome

Students should be able to:

-Identify enemies of records

-identify techniques of preserving and conserving records

- Develop and implement strategies to protect records from attach by their enemies

Intellectual, Practical and Transferable skills

Knowledge on records enemies

Skills in preserving and conserving records

Skills in evaluating good records preservation and conservation practices

Teaching and Learning Pattern

By use of lectures, Visits, Library search, student led group presentations and self – directed research guided by the lecturer, Practical

Indicative Content

Enemies of records; application of basic principles to specific preventive and active conservation strategies of Records, Archives and Museum Specimens; Physical and environmental control; security; safety; and technological considerations, including integrated pest management, and occupational health and safety regulations, storage, disaster planning and preparedness; and preventive conservation management; including collection-based preservation

**Assessment** **method**

- Coursework and Examination. 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 the final examination in this course, he/she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

Indicative sources

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

Fox, L.L. 1996. Preservation microfilming 2nd ed.

* Jonathan Rhys-Lewis (2000). Conservation and Preservation Activities in Archives and Libraries in Developing Countries: An Advisory Guideline on Policy and Planning. London: Association of Commonwealth Archivists and Records Managers
* Hazen, D., Horrell, J., Merrill-Oldham, J. (1998), Selecting research collections for digitisation. Amsterdam: European Commission on Preservation and Access
* Weber, H., Dorr, M. (1997), Digitisation as a method of preservation?, Amsterdam: European Commission on Preservation and Access
* Buchanan, S. A. (1988), Disaster planning, preparedness and recovery for libraries and archives, with a bibliography by Toby Murray: A RAMP study with guidelines, UNESCO, Paris
* Roper, Michael & Laura Millar (Ed.) (1999), Preserving records. London: International Records Management Trust.