

**UNIVERSITY COLLEGE LONDON**

*University of London*

**EXAMINATION FOR INTERNAL STUDENTS**

*For the following qualifications :-*

*Coll Cert      Grad Dip      M.A.*

**Arch and RM GA.7: Archives Management**

COURSE CODE                            : **INSTGA.7**  
DATE                                        : **07-MAY-02**  
TIME                                        : **14.30**  
TIME ALLOWED                            : **2 hours**

## **A.5: Archives management**

Answer **THREE** questions.

1. Is it realistic to demand full compliance with BS 5454 as a standard for every archive building? Give reasons for your answer and suggest possible compromises which might meet the spirit, if not the letter, of the standard.
2. Integrated pest management is increasingly adopted by libraries, archives and museums as a means of controlling pests; describe the necessary steps to introduce such a programme, and the ways in which all the staff can become involved and aware of the problems.
3. What problems arise from exhibiting archival material and what safeguards can be put in place to avoid damage, either in transit or when the items are on display?
4. Explain why it is important for archivists to understand the composition of the archival materials which might be found in a record office, and the different measures which might be taken to give them basic protection.
5. Outline the necessary steps to ensure that an archive building is as secure as possible, given the need for public use and building maintenance by contractors.
6. Discuss what you think will be the most significant issue for the profession in the next five years and how the profession should respond.
7. Is the present provision of archival and records management education adequate? If not, discuss how it should be improved.
8. There are an increasing number of national and international standards for archives and records management. Choosing a few examples, discuss whether and how standards are improving the quality of archive or records management services.

**END OF PAPER**