1. Which of the following best defines preservation in libraries and archives? (2mks)

A. Repairing damaged books only

B. Maintaining and protecting information materials in their original form for as long as possible

C. Converting all records into digital format

D. Discarding old information materials

Answer: B

2. The main purpose of conservation in information management is: (2mks)

A. Making duplicate copies of books

B. Restoring and repairing damaged information materials

C. Destroying obsolete documents

D. Binding journals only

Answer: B

3. Which of the following is NOT a preservation method? (2mks)

A. Proper shelving

B. Digitization

C. Binding and lamination

D. Burning old files

Answer: D

4. The greatest enemy of paper-based records in a humid environment is: (2mks)

A. Dust

B. Water

C. Mold and fungi

D. Light

Answer: C

5. Which factor accelerates deterioration of information materials the most? (2mks)

A. Cold weather

B. Controlled humidity

C. High temperature and humidity

D. Proper ventilation

Answer: C

6. An ideal temperature for storage of paper-based materials is: (2mks)

A. 10–16°C

B. 18–22°C

C. 30–35°C

D. Above 40°C

Answer: B

7. Which of the following pests is commonly associated with damage to library books? (2mks)

A. Cockroaches

B. Termites

C. Silverfish

D. All of the above

Answer: D

8. The use of acid-free paper in libraries and archives is important because: (2mks)

A. It is cheaper

B. It resists deterioration over time

C. It is attractive

D. It absorbs more ink

Answer: B

9. Which light source is most harmful to information materials? (2mks)

A. LED light

B. Natural sunlight

C. Fluorescent light with UV filter

D. Candlelight

Answer: B

10. The process of converting printed materials into digital form for long-term preservation is called: (2mks)

A. Cataloguing

B. Digitization

C. Encapsulation

D. Indexing

Answer: B

11. Preventive conservation involves: (2mks)

A. Repairing damaged records

B. Taking measures to prevent damage before it occurs

C. Discarding unused documents

D. Encasing books in plastic

Answer: B

12. Which method is used to protect fragile documents without applying adhesives? (2mks)

A. Binding

B. Encapsulation

C. Lamination

D. Indexing

Answer: B

13. Which of the following is a major cause of “foxing” (brown spots) in books? (2mks)

A. Light exposure

B. Insect attack

C. High humidity and fungal growth

D. Dust accumulation

Answer: C

14. Disaster preparedness in records preservation refers to: (2mks)

A. Fire drills only

B. Planning and measures to protect information resources from disasters like fire, floods, or theft

C. Buying more shelves

D. Binding old newspapers

Answer: B

15. The process of strengthening fragile paper documents by adding a new layer is called: (2mks)-

A. Deacidification

B. Lamination

C. Binding

D. Indexing

Answer: B

16. Which gas from deteriorating wood and paper accelerates the decay of books? (2mks)

A. Oxygen

B. Carbon dioxide

C. Sulfur dioxide

D. Acidic vapors

Answer: D

17. Which of the following storage practices is best for rare manuscripts? (2mks)

A. Plastic bags

B. Wooden shelves

C. Acid-free boxes

D. Open air cabinets

Answer: C

18. The major difference between preservation and conservation is: (2mks)

A. Preservation is proactive; conservation is reactive

B. Preservation is cheaper than conservation

C. Preservation deals with digital only, conservation with physical only

D. They mean the same thing

Answer: A

19. Which type of binding is most durable for heavily used library books? (2mks)

A. Spiral binding

B. Perfect binding

C. Sewn binding

D. Staple binding

Answer: C

20. The first step in preservation planning is: (2mks)

A. Purchasing equipment

B. Assessing the condition of the collection

C. Hiring conservation experts

D. Digitization

Answer: B

21. Which of the following is NOT a biological agent of deterioration? (2mks)

A. Insects

B. Rodents

C. Mold

D. Dust

Answer: D

22. Microfilming is considered a preservation method because it: (2mks)

A. Creates compact copies of documents on film for long-term storage

B. Repairs brittle books

C. Protects against theft

D. Cleans documents

Answer: A

23. The process of neutralizing acids in paper to extend its life is known as: (2mks)

A. Lamination

B. Deacidification

C. Cataloguing

D. Microfilming

Answer: B

24. The best shelving material for archives is: (2mks)

A. Wooden shelves

B. Metal shelves

C. Glass shelves

D. Plastic shelves

Answer: B

25. Which type of fire suppression system is most suitable for archives? (2mks)

A. Water sprinklers

B. Halon gas (or clean agent gas systems)

C. Foam extinguishers

D. Dry sand

Answer: B

26. Why is dust harmful to library collections? (2mks)

A. It increases humidity

B. It attracts pests and causes abrasion

C. It reduces readability only

D. It strengthens bindings

Answer: B

27. The use of gloves when handling rare manuscripts is mainly to: (2mks)

A. Avoid spreading germs

B. Prevent oils and dirt from damaging paper

C. Look professional

D. Protect from dust only

Answer: B

28. Which of the following best defines “archival value”? (2mks)

A. Monetary worth of documents

B. Historical, legal, or administrative importance that requires long-term preservation

C. The thickness of paper used in books

D. How many times a book is borrowed

Answer: B

29. Which disaster is most common in poorly maintained archives in tropical climates? (2mks)

A. Tornadoes

B. Earthquakes

C. Flooding and mold growth

D. Snowstorms

Answer: C

30. Librarians and archivists conduct condition surveys in order to: (2mks)

A. Collect overdue books

B. Assess the state of preservation of collections

C. Determine the popularity of books

D. Catalogue new materials

Answer: B

31. A good disaster recovery plan should include: (2mks)

A. Staff training and responsibilities

B. Emergency supplies and contacts

C. Salvage and restoration procedures

D. All of the above

Answer: D

32. Which of the following materials is MOST vulnerable to light damage? (2mks)

A. Photographs and colored prints

B. Hardcover textbooks

C. Metal records

D. Microchips

Answer: A

33. In preservation, the principle of “minimum intervention” means: (2mks)

A. Avoiding unnecessary repairs that may alter the original document

B. Repairing all documents extensively

C. Rebinding books immediately

D. Replacing originals with photocopies

Answer: A

34. Which of the following is a common cause of ink fading in old manuscripts? (2mks)

A. Insect activity

B. Excessive light exposure

C. Cold storage

D. Lack of use

Answer: B

35. Preventive pest management in archives includes: (2mks)

A. Spraying strong pesticides frequently

B. Maintaining cleanliness and controlling humidity

C. Keeping food in storage rooms

D. Ignoring minor infestations

Answer: B

36. Which document type requires cold storage for preservation? (2mks)

A. Books

B. Photographic films and negatives

C. Magazines

D. Newspapers

Answer: B

37. The main reason for disaster drills in archives is to: (2mks)

A. Train staff on how to respond quickly during emergencies

B. Entertain staff

C. Inspect shelves

D. Count materials

Answer: A

38. Which preservation method is irreversible and therefore discouraged today? (2mks)

A. Lamination with cellulose acetate

B. Digitization

C. Encapsulation

D. Deacidification

Answer: A

39. The key role of a records officer in preservation is: (2mks)

A. Ensuring proper storage and maintenance of active and inactive records

B. Rewriting old documents

C. Destroying confidential information

D. Purchasing library books

Answer: A

40. Which of the following is NOT a modern digital preservation strategy? (2mks)

A. Migration

B. Emulation

C. Refreshing

D. Burning CDs only

Answer: D

41. The international body that provides guidelines on archives preservation is: (2mks)

A. UNESCO

B. IFLA (International Federation of Library Associations)

C. ICA (International Council on Archives)

D. All of the above

Answer: D

42. Which preservation approach deals with environmental control? (2mks)

A. Preventive preservation

B. Curative preservation

C. Digitization

D. Deacidification

Answer: A

43. A controlled environment for archives should have relative humidity of: (2mks)

A. 10–20%

B. 30–50%

C. 70–90%

D. 100%

Answer: B

44. Which of the following is an example of reformatting in preservation? (2mks)

A. Digitization and microfilming

B. Binding and lamination

C. Pest control

D. Dusting shelves

Answer: A

45. What is the first action to take when books are soaked in a flood? (2mks)

A. Press them under heavy weights immediately

B. Freeze or air-dry them quickly to prevent mold

C. Burn them

D. Bind them immediately

Answer: B

46. Which of the following preservation methods prolongs life without altering the physical format? (2mks)

A. Digitization

B. Microfilming

C. Environmental control

D. Lamination

Answer: C

47. The role of a conservator is to: (2mks)

A. Bind journals

B. Apply professional techniques to repair and restore damaged materials

C. Catalogue new books

D. Conduct user education

Answer: B

48. The “life expectancy” of a record refers to: (2mks)

A. How often it is borrowed

B. The estimated time it can remain usable under proper conditions

C. Its cost of purchase

D. Its popularity among users

Answer: B

49. Which preservation policy ensures that staff and users understand how to handle collections properly? (2mks)

A. Disaster recovery policy

B. Collection development policy

C. Collection care and handling policy

D. Procurement policy

Answer: C

50. Which is the ultimate goal of preservation and conservation in libraries and archives? (2mks)

A. To maintain materials for use by present and future generations

B. To discard old items

C. To save money on storage

D. To keep only digital copies

Answer: A