

LIS405E3 Preservation and Conservation of Library and Archival Materials



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Short Description

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Description

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Unit 1 Preservation and Conservation
? Definition, Need, Policy and planning

- ? History of preservation of documentary repositories. Evolution of writing materials
- ? Types of library materials- paper documents, physical elements of book, Non-book materials, digital object
- ? Enemies of Library materials: physical agents, chemical agents and biological agents.
- Unit 2 Management of Preservation programme
- ? Organization and Planning of preservation Programmes
- ? Materials, structure, manufacturing technology and development of written media
- ? Technology and structure of records
- ? Main components of library records.
- Unit 3 Restoration of Documents
- ? Cleaning, Removal of stains, fumigation, de-acidification, Lamination, encapsulation of documents including those of manuscripts, rare documents, paintings and maps
- ? Bindings of documents: Purpose, Kinds of bindings-Publishers casing, paperbacks, reinforced binding
- ? Binding Materials- Covering materials, sewing and pasting materials, ornamentation materials;
- Management of binding work.
- Unit 4 Special Preservation Processing
- ? Machine Readable form – microfilming, databases, CD-ROM
- ? Environmental control
- ? Binding design, planning
- ? Furniture and fittings
- Unit 5 Preservation of Digital Resources
- ? Concept, Purpose of Digital preservation
- ? Planning, Steps for Digital preservation
- ? Process of Digital preservation
- ? National and International Initiatives

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