

MANGALORE UNIVERSITY
Department of Library and Information Science
Master of Library and Information Science

**LSS556: CONSERVATION AND PRESERVATION OF INFORMATION
RESOURCES**

Objectives:

- To familiarize students with the preservation and conservation of information sources
- To know evolution of writing materials
- To understand different types of library materials, their preservation
- To study various National Archival Initiatives of different countries
- To know Digital Preservation
- To study record management concepts and issues
- To understand hazards to library materials and their preservation

Course Outcome (CO):

- CO1 Educating students on tools and techniques of preserving information sources making them aware of legal issues while digitizing and digital preservation/archives.
- CO2 Familiar with methods and process practiced to preserve important documents in libraries.
- CO3 Knowing evolution of storage devices and materials used to record and preserve knowledge through ages till modern times.
- CO4 Aware of hazards of library materials and modes used for their preservation.
- CO5 Aware of Open Archive initiatives (OAI) and nature of information accessible through those open repositories.
- CO6 Knowing about records management and ERM code of ethics for digital archives.
- CO7 Knowing methods, tools, legal issues related digitization and digital preservation

- Unit 1 : Introduction to Concepts of Archiving, Preservation and Conservation. Need and significance of Archiving, Preservation and Conservation of Information Resources. **06hrs**
- Unit 2 : Evolution of writing materials- Clay, papyrus, metallic plates, skin, parchment, vellum, palm leaves, Palm leaves, Papyrus, Parchment and Vellum - Their history, nature, use as writing materials and their preservation. History of Paper making, Different types of paper and their nature. **08hrs**

- Unit 5 : To Study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives, Public Archives of Canada. **06hrs**
- Unit 6 : Records Management Concepts and Issues Involved. Information Resource Management., to include Electronic Resource Management Code of Ethics for Archivists. **08hrs**
- Unit 7 : Digital Preservation: Tools and techniques, legal issues in digitalization. **06hrs**
- Unit 3 : Different types of library materials, their preservation and maintenance: Paper Based materials - Book and Non Book materials, Library Binding, Binding Standards. Preservation and conservation of non-print materials: Microforms, AV records, Magnetic Plates, Tapes & Diskettes, Optical media, Magneto Optical Discs. **08hrs**
- Unit 4 : Hazards to Library materials and their preservation: Environmental Hazards, Biological Hazards and Humanbeing as an enemy of library materials. Disaster Prevention and Recovery. **08hrs**

References :

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4. Batra, G.: Preservation of Library and Archival Materials: A Manual London: BBC Books, 2005.
5. Bhall, G.S.: Collections Policies and Preservation, Cambridge: Cambridge University Press, 2006.
6. Canagarajah, S.: Library Resources and Technical Services, New Delhi,: Council for Social Development, 2006.
7. Chadha, G.K.: Preservation: Issues and Planning, New Delhi: Oxford University, Press, 2004.
8. Dahlman, C.: A Glossary of Archival and Records Terminology, London and New York: Longman, 2000.
9. Dasgupta, A.K.: The Future of the Past: Preservaiton in American Research Libraries, London: Yale University, Press, 2008.
10. Dearden, L.: Photographs: Archival Care and Management, London: University College London, 2004.
11. Gupta, R.: The Artit's Handbook of Materials and Techniques, London: Sage Publicatons, 2002.
12. Gupta, S.P.: Permanence of Paper for Publications and Documents in Libraries and Archives, Chicago: Univesity of Chicago Press, 2006.

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