## 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 are 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

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- Unit 1: Introduction to Concepts of Archiving, Preservation and Conservation. Need and **06hrs** significance of Archiving, Preservation and Conservation of Information Resources.
- 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.

- Unit 5 : To Study various National Archival Initiatives of different countries: NARA of US, **06hrs** Australian National initiatives, Public Archives of Canada.
- Unit 6: Records Management Concepts and Issues Involved. Information Resource **08hrs**Management., to include Electronic Resource Management Code of Ethics for
  Archivists.
- 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 **08hrs** 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.
- Unit 4: Hazards to Library materials and their preservation: Environmental Hazards, **08hrs** Biological Hazards and Humanbeing as an enemy of library materials. Disaster Prevention and Recovery.

#### **References:**

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- 2. Ahluwalia, J: Libraies and Scholarly Communication in the India: The Historiacal Dimension, New Yor: UNDP, 2008.
- 3. Bardhan, P.: Selecting and Appraising Archives and Manuscripts, Amritsar: Guru Nanak Dev University, 2006.
- 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: University of Chicago Press, 2006.

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