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Edition Description: 2021-22

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Course No. MLIS-401 PRESERVATION & CONSERVATION OF LIBRARY DOCUMENTS

UNIT-1: BASIC CONCEPTS 1.1 Preservation: Need, Purpose. 1.2 Principles and Process of weeding of Library materials 1.3 Selection and preservation policies of different types of Library materials

UNIT-2 PRESERVATION OF PRINT AND NON-PRINT MATERIALS Nature and preservation of the following: 2.1 Palm leaves and manuscripts. 2.2 Books, periodicals, Newspapers and pamphlets. 2.3 CDs, Tapes, Maps and globes, Microfilms and Microfiches.

UNIT-3 DIGITAL PRESERVATION 3.1 Meaning and scope. 3.2 Preservation of Digital data 3.3 Projects on digital archiving and preservation.

UNIT-4 HAZARDS TO LIBRARY MATERIALS AND THEIR ERADICATION 4.1 Environmental hazards-Temperature, Humidity, Water, Light, Air- Pollution, Smoke, and Dust.etc. 4.2 Biological hazards: Fungi, insects, Pests 4.3 Chemical hazards: Chemicals used in preservation. UNIT-5 BINDING 5.1 Types of binding. 5.2 Binding materials and their varieties. 5.3 Binding process: Tools, techniques and Standards for Library binding.

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