



Dibrugarh University
Centre for Library and Information Science Studies
Skill Enhancement Courses for Under Graduate Programmes(FYUGP) of
Dibrugarh University Affiliated Colleges as per NEP 2020
Subject: Library and Information Science
Course Title: Preservation & Conservation of Library Documents
(For 2nd Semester of FYUGP for all programmes)

Total Credit: 3 (for each course)

Distribution of Credits: L (16), T (10), P (19).

Distribution of Marks: End Semester: 45(i.e. 60 % of the total credit assigned) and In-Semester 30 (i.e. 40 % of the total credit assigned).

Course Title: Preservation & Conservation of Library Documents.

Course Code : SEC-III

POs (Programme Outcomes):

- To foster a basic understanding of Preservation and Conservation of Library Documents and Manuscripts.
- To make the students ware with the different factors of Deterioration of different important and Rare Document.
- To acquaint with the methods, materials and tools and its application for Preservation and Conservation of Documents and Resources.
- To make the students aware about the Preservation Initiative available and to be a part of such initiative actively.

PSOs (Programme Specific Outcomes):

- Basic understanding on Preservation and Conservation of documents and rare

materials.

- Enhancement of skill to determine factors of Deterioration of documents for preventing.
- Application of methods and techniques of Preservation for Valuable Materials.

COs (Course Outcomes):

- Learners will be able to use methods and techniques of preservation for record keeping.
- Learners will be able to make scientifically correct decisions that affect the condition of institution holdings, based on international experience and existing standards.
- Learners will acquire the basic scientific and technical knowledge pertaining to the materials and objects kept in libraries and archives so that they may understand the causes and mechanisms of deterioration, as well as the requirements necessary to store and preserve them.
- Learners will become aware of preservation issues and get to know the terminology so that conservators, librarians and archivists share a common language of communication.

**The Syllabus of the Skill Enhancement Courses for Under Graduate Programmes of
Dibrugarh University Affiliated Colleges as per NEP 2020**

Subject: Library and Information Science

Course Code: SEC-III

Course III: PRESERVATION & CONSERVATION OF LIBRARY DOCUMENTS

(TOTAL CREDIT: 3)

Unit	Topics	Contents	No. of Lectures	No. of Tutorials	No. of Practical
I	Preservation and Conservation	1. Meaning, Concept, Definition, History and Development. 2. Meaning and concept of Library documents/materials. 3. Need, purpose and importance of Preservation and Conservation of documents, manuscripts. 4. Observation of Rare Documents, Manuscripts etc.	4	2	2
II	Factors of Deterioration	1. Environmental or Physical factors for Deterioration: Temperature, Humidity, Light, Air Pollution 2. Biological Factors of Deterioration: Micro-organisms, Insects, Rodents. 3. Chemical Factors: Acidity, Browning of Paper, Reaction with Ink, Action of Pigments. 4. Man-made Factors and Natural Calamities	4	3	2
III	Methods, Materials & Tools for Conservation	1. Types of Conservation: Meaning and definition of Preventive Conservation and Curative Conservation. 2. Methods of Preventive Conservation: Basic methods of Handling, Cleaning, Dusting, Preserving of Documents. Methods of Curative Conservation: Process, Control and Monitoring of Deterioration caused by Environmental Factors, Microclimate. 3. Process, Control and Monitoring of Deterioration caused by Chemical Factors, Acidity and Acidic Materials. 4. Process, Control and Monitoring of Deterioration caused by	5	2	3

		Biological Factors Control on Man-made Factors and Natural Calamities.			
IV	Organization and Preservation Initiatives	1. Role and Initiatives of Library and Archives in preservation of heritage collections. 2. Role of Local and Regional Organizations, Institutions & Associations in Preservation and Conservation of Documents. 3. Role of National and International Organizations, Institutions & Associations in Preservation and Conservation of Documents. 4. Management and functions of Digital Repository and Archives.	4	3	2
Total Contact Hours			17	10	18

1. 1 Lecture per week = 1 hr duration per week
2. 1 Tutorial per week = 1 hr duration per week
3. 1 Practical per week = 2 hr duration per week

MODE OF ASSESSMENT:

Internal Assessment: 20 Marks

(Sessional Test-I/Project-I: 4 Marks; Sectional Test-II/Project II: 4 Marks; Field Visit & Report: 4 Marks; Presentation /Viva Voce/Group Discussion: 4Marks; Attendance: 4 Marks)

Total Marks: 20

End Semester Examination: 80 Marks

Unit I to Unit II: 2 long questions + 2 Short notes (10+10+5+5)= 30

Unit II to Unit IV: 2 long questions + 2 Short notes (10+10+5+5)= 30

1 mark questions from all the units = 20

Total Marks: 80

Recommended Readings:

1. Balakrishnan, S. &Paliwal, P K (ed.) (2001). Preservation of library collections. New Delhi: Anmol Publication.
2. Deegan, Marilyn & Tanner, Simon, ed. (2006). Digital preservation. London: Facet.
3. Feather, John (1996).Preservation and the management of library collections. London: Library Association.
4. Mahapatra, P.K. &Chakrabarty, B.(2003). Preservation in libraries. New Delhi: EssEss Publications