

7. Gralla, P & Troller, M. (2006). How the Internet works. Que Publishers
8. Bachaalany, E & Koret, J. (2015). The Antivirus Hacker's Handbook. Wiley Publishers
9. Kentie, P. (2001). Web Design Tools and Techniques. Peachpit Press
10. Manvi, S. & Kakkasageri, M. (2016) Wireless and Mobile Networks: Concepts & Protocols. Wiley
11. Beighley, L. & Morrison, M. Head first : PHP & MySQL, OREILLY Publications.
12. Singh, V.P .(2016). Quintessential Course on MS Office 2016: Including Word, Excel, Power point, Access, Outlook and more. Delhi: Computer Publications Ltd.
13. Lavanya, R. HTML 5, Ane Books

## **LIS - 522: Preservation and Digitization**

**(4 Credits/100 Marks)**

**Course Description:** The course offers the basics of preservation and digitization.

**Learning Objectives:** To demonstrate the student the importance of preservation and digitization along with techniques and methods.

### **Course Outline**

#### **Unit – I: Preservation**

**10 hours**

Preservation: Concept, Meaning of terms, General approach to conservation and preservation, Artifacts and Image preservation, Measures and Challenges for Preservation.

#### **Unit –II: Preservation Methods**

**10 hours**

Preservation of different objects and its methods, Conservation of Museums, Library and Archival materials and Sound recordings.

Methods of Preservation- Climatic, Humidity and Temperature control, Light, Insects, Fungus and Fire.

Binding: Bookbinding, Classification of binding, Material used for casing and binding.

Binding of different types of library material: Pamphlet, Books, Journals, Periodicals, Serials, Manuscript and Maps.

**Unit- III: Evolution of Library Materials****10 hours**

Evolution of Library materials – Stone, Metals, Clay tablets, Papyrus, Animal skin, Birch bark, Palm leaves, Paper – History, Production and Varieties of paper, Paper Measurement Units.

**Unit – III: Techniques for Antiquities****10 hours**

Preservation Techniques for antiquity, Salient features of antiquity, Storing environment, Causes and Nature of deterioration- Manuscript, Books, Periodicals, Newspapers and Pamphlets. External causes and Human causes of deterioration, Fumigation, Repair and maintenance. Creation of Metadata for rare materials.

**Unit – IV: Preservation of Non-Book Materials****10 hours**

Preservation of Non-Book Materials – Physical environment, Circulation Policy, Maintenance and upkeep of equipment, Storing and Handling, Film, Media, Magnetic and Plastic materials.

**Unit – V: Digitization****10 hours**

Digitization – Meaning, Process, Digitization of print based documents, Video Digitization, Audio digitization, File format, Content criteria and Related software.

**Learning Outcomes:**

After completion of the course the student will know in detail the reasons for deterioration, preservation methods, strategies and digitization.

**References/Readings:**

1. Balloffet, N. &. (2004). *Preservation and Conservation of Libraries and Archives*. New York: ALA Editions.
2. Gerdes, L. (2013). *What is the Impact of Digitising Books?* New York: Greenhaven Publishing.
3. India, N. A. (1988). *Repair and Preservation of Records*. New Delhi: National Archives of India.
4. Kurlansky, M. (2017). *Paper - Paging through History*. New York: W.W.Norton and Company.
5. Mackay, N. (2007). *Curating Oral Histories*. California: Left Press Inc.
6. O.P., A. (1993). *Preservation of Art Objects and Preservation of Records*. New Delhi: National Book Trust.
7. Prajapathi, C. (1997). *Library Materials. Their Enemies and Need of First Phase Conservation*. New Delhi: Mittal Publication.
8. Singh, A. (1993). *Conservation of Documents in Libraries, Archives and Museums*. New Delhi: Aditya Prakashan.
9. Singh, R. (2007). *Information Management in Archives and Libraries*. New Delhi: Aakar Publication.