**AIIQ3212: Preservation and Conservation of Information Materials**

**PURPOSE OF THE COURSE**

The objective of this course is to provide basic understanding of preservation and conservation of information materials.

**EXPECTED LEARNING OUTCOMES**

At the end of the course, the students should be able to:

a) Understand the basic concepts of preservation and conservation of information materials

b) Explain the benefits of preservation and conservation of information materials

c) Understand various agents of deterioration

d) Identify various challenges facing preservation of information materials

**COURSE CONTENT**

Introduction and Conceptualization; Evolution of Paper; Paper making process; Preserving Cultural Heritage; Preservation Practices in Archives; Agents of deterioration; Environmental factors (temperature, humidity, light, and air quality) contribution to material deterioration; Preservation Policy; Preservation & Conservation Techniques; Integrated Pest Management; Disaster Planning; Preservation Program; Emerging issues.

**MODE OF DELIVERY**

Lectures, tutorials, class discussions, seminars

**INSTRUCTIONAL MATERIALS/EQUIPMENT**

Computers, LCD projector, internet access

**COURSE ASSESSMENT**

Continuous Assessment Tests (CATs) = 30 marks

End Semester – Written Examination = 70 marks

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| **DATE** | **ACTIVITY** | **TOPIC** |
| Week 1 | Lecture | Introduction and Conceptualization  Evolution of Paper  Paper making process |
| Week 2 | Lecture | Agents of deterioration  Inherent and External |
| Week 3 | Lecture | Preservation Policy |
| Week 4 | **CAT 1** | **TAKEAWAY** |
| Week 5 | Lecture | Preserving Cultural Heritage |
| Week 6 | Lecture | Disaster Planning |
| Week 7 | Lecture | Preservation & Conservation Techniques |
| Week 8 | **CAT 2** | **SIT-IN** |
| Week 9 | Lecture | Integrated Pest Management |
| Week 10 | Lecture | Preservation Program |
| Week 11 | Discussions | Emerging issues |
| Week 12 | Discussions | Revisions |

**CORE READING MATERIALS**

1. Borghoff E. (2010). Long-term preservation of digital documents: principles and practices. Berlin: Springer.

2. Crespo C. (2010). Technical improvements in the preservation and reproduction of archival documents. [Washington]: [General Services Administration.

3. Ess E. (2011). Preservation of library, archival and digital documents: problems and perspectives. London.

4. Lazenby C. (2010). Archival appraisal: theory and practice. München: K.G. Saur.

5. Letellier R.; Rand E. & Werner S. (2015). Recording, documentation and information management for the conservation of heritage places: guiding principles & illustrated examples. London: Routledge.

**RECOMMENDED READING MATERIALS**

1. Mahanti N. (2016). An overview of disaster management. New Delhi: Narosa Pub. House.

2. Michèle V. & Ross H. (2010). Preserving cultural heritage. Baltimore, Md.: John Hopkins University Press.

3. Ramaiah L.; Sujatha J.; Dorothy I. & Janardana R. (2010). Preservation of library, archival and digital documents: problems and perspectives. New Delhi: Ess Publications.

4. Vinod K. (2013). Disaster management. New Delhi: Scientific International Pvt. Ltd.

5. Wilson K. & Forshee B. (2010). Preservation of documents by lamination. Washington, U.S. Dept. of Commerce, National Bureau of Standards.