**BLS3116; PRESERVATION AND CONSERVATION**

**Short** **Description**

The course covers techniques of preserving and conserving information materials. It identifies the dangers to information materials and the measures to contain them.

**Aim**

To enable students acquire knowledge and skills required for preserving and conserving information materials.

**Learning outcome**

**Students should be able to:**

* Identify dangers to information materials
* identify techniques of preserving and conserving information materials
* Develop and implement strategies to protect information materials from danger/loss

**Intellectual, Practical and Transferable skills**

* Knowledge of dangers to information materials
* Skills in preserving and conserving information materials
* Skills in developing a preservation and conservation programme

**Teaching and Learning Pattern**

By use of lectures, Visits, Library search, student led group presentations, self – directed research and Practicals

**Indicative Content**

The nature of information materials (e.g. paper, discs, audio-visuals, etc), dangers to information materials (Biological, Chemical, Physical, Nature Human, Technological, etc), application of basic principles to specific preventive and active conservation strategies of Library, Records, Archives and Museum resources; Weeding and discarding, Risk assessment, physical and environmental control; binding and repair, security and safety; including integrated pest management, and occupational health, hazards and safety regulations, storage of information materials, disaster planning and preparedness; and preventive conservation management; including collection-based preservation, developing and implementing a preservation and conservation strategy, Reprography, digitization, microfilming and Data migration strategies and techniques.

**Assessment** **method**

Tests, coursework and project will constitute 30% and final examination 70%

**Indicative sources**

1. Chandra,R. Shrivastava, A.P. 2003. Information preservation in Library management
2. Fox, L.L. 1996. Preservation microfilming 2nd ed.
3. Abid, A., Memory of the World: preserving our documentary heritage. Paris: UNESCO, Information and Informatics Division, July 1997.
Available from: <URL:<http://www.unesco.org/webworld/memory/Abid.htm>>
4. The European Preservation Information Center of the European Commission on Preservation and Access (ECPA):
<<http://www.knaw.nl/ecpa/ecpatex/home.htm>>
5. PRESERV - The RLG Preservation Program:
Available from: <URL:<http://www.rlg.org/preserv/>>.
6. Preserving Access to Digital Information (PADI): Accessing the present tomorrow: guidance for preserving access to digital information.
Available from: <URL:<http://www.nla.gov.au/padi/>>