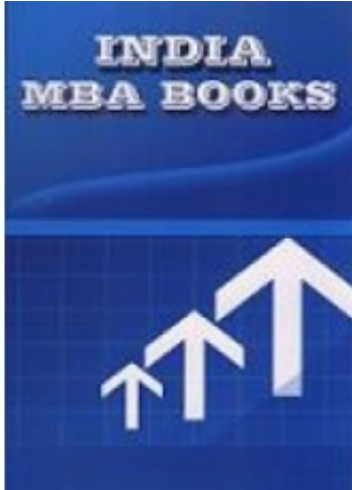


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- ? Organization and Planning of preservation Programmes
- ? Materials, structure, manufacturing technology and development of written media
- ? Technology and structure of records
- ? Main components of library records.
- Unit 3 Restoration of Documents
- ? Cleaning, Removal of stains, fumigation, de-acidification, Lamination, encapsulation of documents including those of manuscripts, rare documents, paintings and maps
- ? Bindings of documents: Purpose, Kinds of bindings-Publishers casing, paperbacks, reinforced binding
- ? Binding Materials- Covering materials, sewing and pasting materials, ornamentation materials; Management of binding work.
- Unit 4 Special Preservation Processing
- ? Machine Readable form – microfilming, databases, CD-ROM
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