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Unit- II Evolution of Information materials- Clay tablets to Electronic form; Durable and Nondurable and Perishable and non-perishable writing materials.- Preservation in Ancient Times- Preservation of Palm Leaves and Leather Bound materials

Unit III Methods of Preservation and Conservation; Physical methods- Preservation and Conservation of Library building- Binding, Mending, Restoration & Guarding; Lamination, Leaf casting, Encapsulation- Chemical methods ; Fumigation; De-acidification

Unit IV Preservation of Non-Print materials-Use of Micrography and Reprography as a means of Preservation- Digital Preservation- Strategies, Methods and Challenges

Unit V Archives – Structure and Functions of Tamil Nadu Archives and National Archives of India

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