

**Diploma in Library Preservation and
Conservation**

(DLPC)

Syllabus and Curriculum

2022

National Library of Sri Lanka

VISION

Being the national knowledge center provides all access to library and information services.

MISSION

Creating a knowledge society through the preservation of the intellectual heritage of the nation. Development of National library and information system.

Encouraging the utilization of information and communication technology for effective library service. Providing bibliographical services and assisting with book publication.

INTRODUCTION

The National Library of Sri Lanka was established on 27th April 1990. Ceylon National Library Services Board Act No.17 of 1970 provided the legal base for the National Library in its initial period. The National Library and Document Services Board's new amendment, Act No. 51, was introduced in 1998. The powers and responsibilities of the National Library were clearly spelled out for the first time, and this was a fulfillment of a long-felt need. Organizing and introducing this new institution to the country and the general public has become arduous.

The National Library is mainly a research and reference library, the main library and information center in Sri Lanka. It intends to provide library resources and information to all Sri Lankans through the National Library. The current library material stock of approximately 1,000,000 volumes will form the nucleus of the future national collection.

Currently, the National Library of Sri Lanka is conducting several money-oriented workshop series for the public on research methodology, book building, and training programs for librarians on book building, conservation and preservation, library automation, soft skills, and capacity development programs. Therefore, National Library has identified timely essential courses for the general public and the library staff of the county. Thus, it has recognized suitable resource persons for the relevant fields as well.

JUSTIFICATION

This is a nine months Diploma in Library Preservation and Conservation conducted by the National Library of Sri Lanka. The course appeals to those who need a better understanding and practical knowledge on library conservation and preservation to deploy them in their studies or professional fields. This course thoroughly discusses the types, nature and structure of library materials, conservation and preservation techniques of different library materials, conservation ethics, assess the condition of documents tools and equipment, material in use, practical aspects of preservation, conservation, and restoration of library material and safety measures and disaster management techniques.

AIM

- To provide a scientific understanding on Preservation and Conservation techniques.

OBJECTIVES

The objectives of this Certificate Course are as follows:

- To give a comprehensive knowledge on traditional and modern techniques of preservation and conservation
- To provide an understanding of Occupational health and safety standards and protocols

PROGRAMME LEARNING OUTCOMESs,

On successful completion of the DLCP, students will be able to

- (a) State types, nature and structure of library material
- (b) Name deterioration of library material
- (c) Describe preservation of library material
- (d) Recognize conservation of library material
- (e) Explain restoration of library material
- (f) Illustrate ideal setup of a conservation laboratory/studio

ENTRY QUALIFICATIONS:

1. Passed G.C.E. A/L
or
2. G.C.E A/L with five years of working experience in library related services.

ADMISSION PROCESS

Applicants should produce a duly completed application obtained from the Assistant Registrar, National Library of Sri Lanka.

Applicants are required to appear for an interview. The number of candidates to be enrolled in the programme will vary from time to time, up to 50 according to the availability of resources and other facilities.

FEES

The course fee, which includes registration fee, examination fee, course fee, library fee, and IT/ Computer literacy, will be decided by the NLSL

For each re-sitting of examinations, an additional fee will be charged per course as per the Recommendation of the NLSL Director board.

DURATION: 9 months

MEDIUM: Sinhala/English

EVALUATION: Assignments, project reports and written examinations

MODE OF STUDY : Online/Onsite

COURSE FEE : Rs.40,000 per Participant

ELIGIBILITY TO AWARD THE CERTIFICATE DIPLOMA

Participants will be eligible to obtain a 'Pass' in the Diploma in Preservation and Conservation of Library Material by fulfilling the requirements given below.

- Obtaining average mark of 40 from all the online tests under each module
- Actively access participation to all the modules of the course

COURSE CODE

All the courses are assigned a code number to indicate the following:

COURSE CODE: DLCP 00000

First four letters	-	Name of the Course
First Digit	-	Year of Study
Second Digit	-	Semester of each Year (1=1 st Semester, 2=2 nd Semester)
Third and fourth Digit	-	Serial number of course unit
Fifth Digit	-	Credit value

PROGRAMME STRUCTURE

Subject Code	Subject Name	Credit value	Status
First Semester			
DLCP 11013	Introduction to Preservation and Conservation	3	Compulsory
DLCP 11023	Deterioration of library material	3	Compulsory
DLCP 11033	Integrated pest/non pest management	3	Compulsory
DLCP 11043	Handling and storage techniques	3	Compulsory
DLCP 11053	Disasters Management	3	Compulsory
Total credit for first semester		15	
DLCP 12063	Documetation	3	Compulsory
DLCP 12072	Occupational health and safety standards and protocols	2	Compulsory
DLCP 12085	Conservation & Restoration techniques	5	Compulsory
DLCP 12095	Independent project	5	Compulsory
Total credit for Second semester		15	
Total credit for the Diploma Course		30	

COURSES OF THE PROGRAMME

Course code	:	DLCP 11013		
Title	:	Introduction to Preservation and Conservation		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	30	100
Intended learning outcome				
<p>After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • Describe basics on preservation and conservation. • Identify history and traditional and modern library materials. 				
Contents: History of library preservation and conservation , Useful national and international institutions on the conservation and preservation, History and technology of ancient writing material empasisi plam leaf manuscripts, history and development of modern library material, definitions in preservation and conservation, raw material and structure of library material, preservation and conservation standards and charters				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations, practicals		
Assessment Strategy	:	Assignments	50%	Written examination -50%
Recommended reading	:	<ul style="list-style-type: none"> • Hunter, Dard,(1978)Paper Making: The history and technique of ancient craft, 2nd edition,New York: Dover Publications, Inc. • Henderson, Kathryn Luther, William T Henderson (editors) Conserving and preserving library materials. The Board of Trusteesof The University of Illinois, Dec. 2004 		

Course code	:	DLCP 11023		
Title	:	Deterioration of library material		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	15		135
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • Discuss types and causes of deterioration and their effect on library material. 				
<p>Contents: Deterioration of library material: types (chemical, physical, biological and environmental) causes including accidents of traditional and non-traditional library material</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	50%	Written examination -50%
Recommended reading	:	<ul style="list-style-type: none"> • Agrawal, O.P 2011 Preservation of art objects and library materials ,2nd ed. India 		

Course code	:	DLCP 11033		
Title	:	Integrated pest/non pest management		
Credit Value		3		
Status		Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	15	5	130
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • List on available pests and non pests in libraries • Identify pests and non pests. 				
Contents: Identification of pests/non pests in libraires, IPM concept for libraires, control and prevention measures				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	50%	Written examination -50%
Recommended reading	:	<ul style="list-style-type: none"> • Pinniger,D., and Winsor, P., 2004 Integrated pest management A guide for museums, libraries and archives, https://formacaompr.files.wordpress.com/2010/02/ipm_guide-pestes.pdf 		

Course code	:	DLCP 11043		
Title	:	Handling and storage techniques		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	15	5	130
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • Find the technique in proper handling of library material, preparation of user guidelines • Outline proper storage conditions. 				
<p>Contents: Storage of library material (traditional and non-traditional), Handling, transportation and display of library material</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 50%	Written examination -50%	
Recommended reading	:	<ul style="list-style-type: none"> • Adcock E.P.,(n.d.) IFLA principles for the care and handling of library materials, https://www.ifla.org/files/assets/pac/ipi/ipi1-en.pdf 		

Course code	:	DLCP 11053		
Title	:	Disaster management		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	15	5	130
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • Describe techniques on disasters: possible risks and their management. • Discuss practices preparation of a disaster management plan, periodical conduct of rehearsals and update of the plan. 				
<p>Contents: Risks assessment, Mmanage risks, preparation, management, and update disaster management plan</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	50%	Written examination -50%
Recommended reading	:	<ul style="list-style-type: none"> • Salvaging library and archive collections, British Library, https://www.bl.uk/britishlibrary/~media/bl/global/conservation/pdf-guides/salvaging-library-and-archive-collections-preservation-guide.pdf 		

Course code	:	DLCP 12063		
Title	:	Documentation		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	15	2	133
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> Describe approaches on documentation of items and the procedures in use 				
<p>Contents: basic principals of documentation, preparation of condition reports, documentation of items through naked eye, photography, graphically, scanning, and analysis, note down recommended treatments, after treatments recommended storage, handling and usage</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	50%	Written examination -50%
Recommended reading	:	<ul style="list-style-type: none"> Museum documentation, Natural park service, https://www.nps.gov/museum/publications/mhi/chap8.pdf Written documentation, American Institute for Conservation https://cool.culturalheritage.org/coolaic/sg/bpg/pcc/05_written-documentation.pdf 		

Course code	:	DLCP 12072		
Title	:	Occupational health and safety standards and protocol		
Credit Value	:	2		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	5		95
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • Practice techniques using chemicals and safety measures to be taken in a conservation laboratory • Use proper labeling and storage • List safety standards and charters 				
Contents: Identify the hazardous chemicals, safety measures in using chemicals and steps to minimize the hazards in a conservation lab				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	50%	Written examination -50%
Recommended reading	:	<ul style="list-style-type: none"> • Benjamin O. A. 2nd ed. Fundamental principles of occupational health and safety, https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_093550.pdf 		

Course code	:	DLCP 12085		
Title	:	Conservation and Restoration techniques		
Credit Value	:	5		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	15	100	135
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • Classify conservation and restoration of traditional and non-traditional library material 				
<p>Contents: Conservation and restoration techniques for traditional and non-traditional library material</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	50%	Written examination -50%
Recommended reading	:	<ul style="list-style-type: none"> • Young, L.S. (1995). Bookbinding and Conservation by Hand. Oak Knoll Press • Conservation Treatment for Bound Materials of Value, NEDCC, https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.6-conservation-treatment-for-bound-materials-of-value 		

Course code	:	DLCP 12095		
Title	:	Independent project		
Credit Value	:	5		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	15		235
<p>Intended learning outcomes After completion of this course unit student will be able to;</p> <ul style="list-style-type: none"> • Findout the practical issues and potentials of conservation and preservation techniques for library materials. 				
<p>Contents: Basic Rresearch methodology, how to conduct a research project and writing the project report.</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	100%	Written examination -
Recommended reading	:	Flick, U.(2015). Introducing research methodology: A beginner's guide to doing a research project (2 nd Ed.) SAGE Publications		