



Nallamuthu Gounder Mahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)
90, Palghat Road, Pollachi - 642001, Coimbatore, Tamil Nadu, India.
95th Rank in NIRF – 2023 among Colleges in India.



4.4.2 MAINTENANCE OF LIBRARY

The preservation of library resources is essential to ensure that they last for a long time and may be used by library users. To manage library resources, try these methods:

Shelving: Proper shelving is essential for keeping library materials in good condition. The spines of books and other items should face outward when they are arranged upright on shelves. The shelves must be durable enough to support the materials' weight without bending or warping.

Cleaning: To prevent dust and other debris from building up on library materials, they should be cleaned on a regular basis. Books can be cleaned with a soft, dry cloth, and DVDs and CDs can be cleaned with a slightly damp cloth.

Repair: In order to stop further damage, materials that are damaged or in need of repair should be recognized and fixed as immediately. This may involve correcting missing pages, patching up tears in pages, or repairing bindings.


Preservation: In order to assure the long-term survival of some items, particular preservation processes may be necessary. For instance, to prevent deterioration, rare books may need to be kept in acid-free containers, whereas images may need to be kept in low-light, low-humidity settings.

Replacement: New copies or editions should be used to replace any materials that can no longer be repaired or that are too damaged to be used. By doing this, you can help make sure that the library's collection is always useful and up-to-date.

These recommendations will help librarians keep the library's resources in good condition and guarantee that they are valuable to users for a long time.

Criteria: 4.4.2




Dr. R. MUTHUKUMARAN,
M.A., M.Phil., B.Ed., Ph.D.,
PRINCIPAL
N.G.M. College, Pollachi - 642 001
Coimbatore District