







Service / Sub-service Information Form

Service Title: Restoration of Archival and Library Resources		Service ID: 17021356000	
Service Type: <input checked="" type="checkbox"/> Government to Citizen Service (G2C) <input type="checkbox"/> Government to Business Service (G2B) <input checked="" type="checkbox"/> Government to Government Service (G2G)			
Service Description: <p>One of the objectives and policies of the National Library and Archives Organization is to encourage natural and legal owners of written heritage to preserve the valuable legacies of the past. To this end, the General Directorate of Preservation and Conservation, in addition to its extensive responsibilities in safeguarding the collections accumulated within the parent organization, provides conservation and restoration services for other governmental and private institutions as well as individual owners.</p> <p>In this service, damaged works are conserved and restored following procedures such as biological sampling, disinfection, stain removal, and deacidification, when necessary.</p>			
Required Documents: Submission of the item (documents and books) for conservation and restoration			
Service Details	Average service delivery time:	Twice a month.	
	Service Hours:	8:00 to 16:00	
	Number of Required In-Person Visits	2	
	Service Fee (Rial) for User	Amount(s) (Rial)	Bank Account Number(s)
		
Service Access Channel	<input type="checkbox"/> Online 		
	<input checked="" type="checkbox"/> Email 		
	<input checked="" type="checkbox"/> Interactive Voice Response (IVR) or Call Center 		
	<input type="checkbox"/> Mobile Phone 		
	<input checked="" type="checkbox"/> Short Message Service (SMS) 		
	<input type="checkbox"/> Service Offices / Service Counters 		

Service / Sub-Service Acquisition Flowchart (From the Applicant's Perspective)

