

ALLAMA IQBAL OPEN UNIVERSITY
Department of Library and Information Sciences

F.3-6/LIS/MLIS/Workshop/Aut16/email

Dated: 23/11/2016

MLIS Workshop Topics for Autumn Semester 2016

SEMESTER TWO

1. Course: Collection Development (5505) (Two days)

Day - First

1. Collection Development: Definition and concepts
2. Collection Development Policy
3. Selection Principles and Problems
4. Subscription and Import Matters

Day - Second

1. Storage, weeding and write-off
2. Bibliographic Control
3. Bibliography and its Preparation
4. Collection evaluation and acquisition

2. Course: Management of Libraries & Information Centers - I (5641) (Two days)

Day - First

1. Principles of Management
2. Decision Making and Leadership
3. Planning & Organizing
4. Staffing

Day - Second

1. Budgeting
2. Reporting
3. Communication Skills
4. Controlling and Directing

3. Course: Management of Libraries & Information Centers - II (5642) (Two days)

Day - First

1. Types of Libraries and their Functions & Management
2. Library Building and Furniture
3. Library Statistics and Reporting
4. School/Media Library Management

Day - Second

1. Public Library Management
2. Special Library Management
3. Academic Library Management
4. Digital Library Management

4. Course: Library Automation/Information Storage & Retrieval - I (5643) (Two days)

Day - First

1. Library Automation: Definition and Concepts
2. Library Automation Planning
3. Assessment and selection of library software
4. Implementation of library software

Day - Second

1. Library software applications in Libraries
2. Use of computer and ICTs in Libraries
3. Major library automation software used in Pakistan
4. Databases: Basic concepts and management

5. Course: Library Automation/Information Storage & Retrieval - II (5644) (Two days)

Day - First

1. Boolean logic & search strategies
2. Bibliographic Databases Construction
3. Vocabulary Control
4. Searching and information retrieval

Day - Second

1. Internet application in libraries
2. Library Automation Problems in Pakistan
3. Digital Library: Definition and Concepts
4. Hands on practice: Internet & e-mail

SEMESTER FOUR

1. Course: Public Records, Rare Material and their Conservation - I (5651) (Two days)

Day - First

1. Public Records & Rare Material and their Scope
2. Material Acquisition, appraisal and Accessioning
3. Public Records & Rare Material principles
4. Public Records & Rare Material Management

Day - Second

1. Finding Aids of Archival Material

2. Pakistan Archives Development and History
3. Archival Legislations in Pakistan
4. Organization of Pakistan National Archives

2. Course: Public Records, Rare Material and their Conservation - II (5652) (Two days)

Day - First

1. India Office Library/British Museum Library
2. International Council of Archives – ICA
3. Reader Services to researchers of Archives
4. Conservation and Preservation of Public Records & Rare Material

Day - Second

1. Computer Applications in Archives
2. Weeding of Archival Material and Records
3. Role of UNESCO in Archival Development
4. Regional Archive Centers of Pakistan

3. Course: Management of Serial Publications - I (5653) (Two days)

Day - First

1. Definition Serial, Origin & Development
2. Types of Serials
3. Importance of Serials in various libraries
4. Demonstration of Serial types by a video recording

Day - Second

1. Popular vs. Scholarly Journals
2. Acquisition of Serials Publications
3. Serials Acquisition Procedure
4. Serials Bibliographic Control

4. Course: Management of Serial Publications - II (5654) (Two days)

Day - First

1. Serial Services to users
2. Automation of Serials
3. Indexing & Abstracting of Serials (Theory and Practice)
4. Electronic Serials/Ulrich Periodical Directory

Day - Second

1. HEC Online Databases Searching Techniques
2. Organization of Serials Collection: Cataloguing & Classification
3. Preservation and Conservation of Serials
4. Selection of Vendor and Serial Librarianship

For MLIS Workshop conducting Regions

Since MLIS program is highly professional and technical it requires the following measures with regard to its workshop:

1. Competent and qualified senior LIS professionals who also have modern knowledge of ICTs, library technology, library automation and digitization, modern information retrieval systems (at least having MLIS Degree from HEC recognized institution) should be engaged as resource persons. They should have their own libraries automated and digitized, if they are working librarians. Preference should be given to LIS regular faculty working in public sector universities, if available.
2. The workshop venue should be a multimedia-equipped computer lab.
3. All library software packages along with internet connectivity should be available in that lab. Workshop topics should also be displayed at notice board.
4. Students should be given hands-on practice, activities and exercises.
5. All students should be advised to make their own e-mail accounts and practice sending and receiving e-mails with attachments.
6. All resource persons should be requested to prepare PowerPoint presentations of their lectures and share with LIS Department, AIOU. These PPTs should also be given to workshop attending students either by e-mail or on external devices.
7. Resource persons having PhD or MPhil degrees should preferably be hired.
8. All workshop topics should be covered thoroughly.
9. All practical content should be properly demonstrated and exercised.
10. Workshop coordinator should preferably be a person having at least MLIS degree as well as relevant, modern experience.

If you don't have the required facilities and resource persons, please report to DRS office and the LIS Department. Please also feel free to contact the LIS Department if you have any query and clarification. Your cooperation in this regard would help us raise the standard of our MLIS program in a highly competitive environment.

Contact Information

Dr. Pervaiz Ahmad, Assistant Professor/Incharge, Department of Library and Information Sciences, Block 6, Allama Iqbal Open University, H-8, Islamabad.
Phone. 051-9250179. Email: pervaiz@aiou.edu.pk , URL: <http://lis.aiou.edu.pk>