

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Introduction

Postgraduate library education in Pakistan started in 1956 by the University of Karachi. In the mid eighties there were six library science departments all over the country. But they were not producing the required number of trained professional graduates as per demand. Moreover, the rate of technological change created by television, computer and other mass media was so stunning that many librarians had been unable to assess clearly its far-reaching effects on the sphere of their services and operation. Thus keeping in view the demand of professional staff and mission of AIOU, the Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities to cope with this shortage and change. It contributes to meeting the professional requirements of the existing libraries and training skilled manpower scattered all over the country in accordance with the emerging need and trend. Presently the Department offers three programmes i.e. Certificate in Librarianship, BA (Library and Information Sciences) and Master of Library and Information Sciences (MLIS). The certificate and BA programmes particularly relate to the jobs of paraprofessionals to assist the professional librarians.

Objectives

The main objective of these programmes is to produce highly skilled professional and paraprofessional human resource to serve the libraries and related organizations.

Master of Library and Information Sciences (MLIS)

Objectives

This programme intends to provide an opportunity to enhance the knowledge and skills as well as qualifications in the field of library and information sciences (LIS). It is designed to enhance the students' abilities to identify opportunities, make firm and clear-cut decisions, plan and control library functions. The programme seeks to promote a high degree of professionalism and a deep sense of integrity and social responsibility in students.

Eligibility Criteria and Procedure of Admission

An applicant having bachelor's degree with any subject(s) in second division (at least 45% marks) from any HEC recognized university is eligible to get admission. There is no age limit. There is no merit. Interested candidates should deposit the prescribed fee and completed admission form alongwith all required documents (attested copies of detailed mark sheets,

certificates/degrees of matriculation, intermediate, graduation and CNIC and/or domicile, photos, etc) in any designated bank as listed in the prospectus.

Note: All the eligible candidates across Pakistan will be given admission provided they have fulfilled the required formalities. But, the tutorial classes and workshops will only be held in the Regions where sufficient number of students is available. On the basis of availability of sufficient number of students, groups will be formed in respective AIOU regions in Pakistan according to the addresses of the students mentioned on admission form. However, the student may write the name of region of his/her choice from among the regions for tutorial classes and workshops on the top of first page of admission form. In case of low enrollment in any region, the students will be allotted any other nearby region.

Scheme of Studies (MLIS)

Duration

The Duration of MLIS program is four semesters, i.e. two years.

Courses

A student will have to complete 20 courses (17 courses in case of thesis) comprising 60 credit hours. Sixteen compulsory courses are offered in the first three semesters, whereas four courses or thesis has to be opted in the 4th semester.

Assessment

Written examination = 70% weight
 Assignments = 30% weight

Note: *The AIOU has uniform criteria for grading, examination pass marks, etc.*

1st Semester

Sr. No.	Course	Code	Credit Hours
1	Foundation of Librarianship	5500	3
2	Introduction to Library & Information Sciences	5501	3
3	Information Sources and Services	5502	3
4	Classification: Theory and Practice	5503	3
5	Cataloguing: Theory and Practice	5504	3

2nd Semester

Sr. No.	Course	Code	Credit Hours
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1	Collection Development	5505	3
2	Management of Libraries & Information Centres-I	5641	3
3	Management of Libraries & Information Centres-II	5642	3
4	Library Automation, Information Storage & Retrieval-I	5643	3
5	Library Automation, Information Storage & Retrieval-II	5644	3

3rd Semester

Sr. No.	Course	Code	Credit Hours
1	Resource Sharing and Networking-I	5645	3
2	Resource Sharing and Networking-II	5646	3
3	Advanced Technical Operations-I	5647	3
4	Advanced Technical Operations-II	5648	3
5	Research Methods & techniques for Librarians-I	5649	3
6	Research Methods & techniques for Librarians-II	5650	3

4th Semester

Sr. No.	Course	Code	Credit Hours
1	Public Records, Rare Material & Their	5651	3

	Conservation-I		
2	Public Records, Rare Material & Their Conservation-II	5652	3
3	Management of Serial Publications-I	5653	3
4	Management of Serial Publications-II	5654	3
OR			
	Thesis	5520	12

The university reserves the right to introduce changes, additions, withdrawal or restructuring of courses without any prior notice.

Thesis

The topic of the thesis will be approved by the LIS Department. It is to be carried out by the student under the supervision of research guide/supervisor. Thesis will preferably deal with a problem in Pakistani context. Compilations of bibliographies, histories of individuals or organizations, narration of event of descriptive accounts will not be accepted as research topic. The student has to complete the thesis within a stipulated period according to prescribed rules. The Department will arrange thesis workshop for LIS research students in the beginning (usually in January) of semester. A comprehensive Thesis Handbook has also been prepared by the Department in this regard. All the thesis students are advised to contact the LIS Department immediately after they opt for the thesis.

Internship and Comprehensive Viva Voce

All MA (LIS) students including those who opt for Thesis will undergo two months' unpaid internship training in a library of repute during or after their final semester. Students will have to do the internship beyond two months against the number of working days they avail any leave or remain absent. Students' requests for nearby libraries for internship from among the following libraries will be considered for further processing.

- i. All central/main libraries in HEC approved public sector universities and degree awarding institutes.
- ii. All national libraries.
- iii. Selected central/main libraries in HEC approved private sector universities and degree awarding institutes (e.g. LUMS, Aga Khan University, GIKI).
- iv. Selected major public libraries located at divisional headquarter cities (e.g. Punjab Public Library, Lahore; Quaid-e-Azam Public Library, Lahore; Central Library, Bahawalpur; Liaquat Memorial Library, Karachi).
- v. Selected special libraries located at divisional headquarter cities (e.g. State Bank Library, Karachi; PASTIC Library, Islamabad).
- vi. All main/central libraries in PMDC-approved public and private medical colleges.
- vii. All main/central libraries of public/private sector research centers/institutes (e.g. Cotton Research Institute), provided these

centers/institutes maintain a well-established, open-shelved computerized libraries with sufficient number of professional, paraprofessional, and non-professional staff.

viii. Any other library of repute not listed above.

Instructions for Internship

Libraries in primary/secondary/higher secondary schools, and inter/degree colleges are not listed for the purpose. Only postgraduate degree colleges may be considered if there is no other library as listed above in the same region. A student is expected to do practical, professional work in all sections of the library during his/her internship. A student already working in a listed library may not be allowed internship there unless the LIS Dept gets ensured that he/she would work in all sections of the library regularly. Student will fill an Internship Application Form indicating the library of his/her choice selected from the above list for internship and send that form to the LIS Department. The LIS Department will issue a reference letter to the student for internship purpose. However, it rests with student to first visit the selected library to seek their permission for internship. If a student fails to select a good library the Department will itself select a library and issue him/her a reference letter. Internship would only be accepted in libraries for which the LIS Department had issued a reference letter. A student's internship without a reference letter from the LIS

Department will not be accepted. Once an internship reference letter is issued, students' requests for the change of library may not be considered unless he/she gives sound justification. A student must start his/her internship around the date mentioned in application form, otherwise they would justify in writing to the library concerned and the LIS Department. Students are advised to keep a copy of the internship reference letter before submitting it to the library concerned. On completion of internship the librarian concerned will issue an internship certificate to the student indicating his/her dates of internship, sections in which he/she worked, and his/her overall performance and behaviour.

Internship Report

The student will also prepare a report of his/her internship comprising at least 2,000 words, introducing the library, indicating library functions/operations he/she learnt, and his/her overall experience. Every student will prepare his/her own report in his/her words even if they do internship in groups. Therefore, no internship report should match with other student's report.

Internship Report Format

(MS Word processed, both sides, bottom page numbered, Times New Roman, 12 font, 1.5 line spacing, justified; use headings as per APA style manual)

1. Title page
2. Introduction of the institution/organization and library (max one page)
3. Brief introduction of the library sections in which student worked (max two pages)
4. What student learnt in these sections (section-wise detail, max three pages)
5. What student could not learn (section-wise detail, max two pages)
6. Student's reflection on internship (use headings and paragraphs, max two pages)
7. Limitations, if any (max one page)
8. Conclusion (max one page)
9. Recommendations (max one page)
10. References as per APA style manual, if any, and
11. Acknowledgements, if any (max one page).

Note: Students are also required to send softcopies of their reports to the LIS Department for plagiarism checking through Turnitin software. A sample internship report is also available at LIS Department's website <lis.aiou.edu.pk>.

Comprehensive Viva Voce

When a student completes his/her internship, he/she will apply for Comprehensive Viva Voce examination to be held by the LIS Department at AIOU, Main Campus, Islamabad. The Viva Voce covers all MA (LIS) courses for oral and practical examination. Students are advised to contact the LIS Department for further information in this regard.

Documents required for Comprehensive Viva Voce

1. Attested copy of CNIC (bring original at the viva voce).
2. Viva voce form (duly filled and photographed)
3. Copies of MA (LIS) pass results (all courses)
4. Internship certificate (original, signed, stamped and dated)
5. Internship report (original)

Send the above documents as hardcopy in a spiral-bound file by post at:

**Department of Library and Information Sciences
Block 6, Allama Iqbal Open University, H-8, Islamabad.**

Note: Students are advised to keep on watching LIS Department's website <lis.aiou.edu.pk> especially Downloads and Useful Links for various updates.

Fee Tariff

Registration fee (if not previously registered with AIOU)

Rs.200/-

Admission fee

Rs.700/-

Technology fee

Rs.100/-

Course fee (per 3 credit hours course) (Rs.1930/- x 5 courses)
= Rs.9650

Toolkit/books fee

Rs.2440/-

Courier charges

Rs.35/-

Total first semester fee

Rs.13125/-

Medium of Instruction & Examination

English and/or Urdu.

***Note:** Candidates are advised to keep in contact with their AIOU Region concerned for LIS updates regarding system of education, admission FAQs, tutors information, tutorial and workshop schedule, etc. They are also advised to keep on watching website of AIOU <aiou.edu.pk> and LIS Department <lis.aiou.edu.pk> for updates.*

Faculty Members

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ALLAMA IQBAL OPEN UNIVERSITY
Department of Library & Information Sciences

MLIS INTERNSHIP APPLICATION FORM

Name _____
CNIC No. _____
Roll Number _____
Registration Number _____
No. of MLIS courses passed _____
Email Address _____
Mobile Number _____

One
photograph
with visible
face for
identification

Complete Name and address of the institution/organization/library where you intend to do internship (please see guidelines above):

Name of library with institution/organization name: _____

Name of head of library and his/her designation _____

Email and phone number of head of library _____

Intended start date of internship: 1st or 2nd or 3rd or 4th week of the month ____ year ____

Note:

- Attach a copy of your CNIC with this application form
- For further information please contact 051-9057235, 9057819
- Email this filled form at: mlisinternship@gmail.com

Complete Postal Address of the Student:

Dated: _____

Signature of Student

ALLAMA IQBAL OPEN UNIVERSITY
Department of Library & Information Sciences

MLIS VIVA VOCE FORM

Name of student _____

Roll No. _____ Registration No. _____

Present Postal Address _____

Landline Telephone No. with area code: _____

Mobile: _____ E-mail address _____

Name of Internship Institution/Organization/Library: _____

Did you seek permission/reference letter from the LIS Dept for internship? Yes / No

One
 photograph
 with visible
 face for
 identification

Detail of Pass Courses of MLIS

Sr. No	Code	Semester	Marks	S No.	Code	Semester	Marks	S. No.	Code	Semester	Marks
1	5500			8	5642			15	5649		
2	5501			9	5643			16	5650		
3	5502			10	5644			17	5651		
4	5503			11	5645			18	5652		
5	5504			12	5646			19	5653		
6	5505			13	5647			20	5654		
7	5641			14	5648			21	5520		

Total Marks: _____ Marks Obtained: _____ Percentage: _____

Number of appearance(s) at viva voce First Second Third

Enclosures/Tasks performed (write Yes or No in the last column):

Sr	Enclosures/Tasks (attach this form in the beginning of file)	Yes/No
1	Attested copy of CNIC (bring original at the viva voce)	
2	All pass result cards of MLIS (copies or web-based)	
3	Internship Certificate (original, stamped, and signed)	
4	Internship Report (original)	
5	All above paper documents in a spiral bound file	

Dated: _____

Signature: _____

Student