

Allama Iqbal Open University
Department of Library and Information Sciences

Subject: Study Guidance to MLIS Students of Semester 4

There are many resources mostly free are available on the internet that may serve as helping and allied material for study and assignment preparation.

Following is the course wise detail of these online resources/websites. However, you should also explore additional resources physical or online/websites and databases available elsewhere. You should also visit any nearby libraries for this purpose. You should also visit AIOU Libraries located in nearby AIOU regional offices.

General including LIS Resources for all Topics

1. **LIS Department website:** <http://lis.aiou.edu.pk/>
2. **Google Books:** <https://books.google.com.pk/bkshp?hl=en>
3. **HEC Digital Library:** <http://digitallibrary.edu.pk/>
4. **WikiPedia:** <https://en.wikipedia.org>
5. **EduScapes:** <http://eduscapes.com/collection/index.htm>
6. **Internet Archive:** <https://archive.org/>
7. **Reference Desk:** <http://www.referencedesk.org/>
8. **E-Prints in LIS:** <http://eprints.rclis.org/>
9. **Library Philosophy and Practice (e-journal):**
<https://digitalcommons.unl.edu/libphilprac/>
10. **IJoLIS:** <http://ijolis.aiou.edu.pk/>
11. **MJLIS:** <https://jice.um.edu.my/index.php/MJLIS/index>
12. **IFLA Journal:** <https://www.ifla.org/publications/node/1691>
13. **PJIML:** <http://journals.pu.edu.pk/journals/index.php/pjimpl/index>
14. **Free e-books:** <https://bookboon.com/>
15. **Free LIS resources:** <http://www.lislinks.com/>
16. **Free resources:** <http://gen.lib.rus.ec/>
17. **AIOU Central Library:** <http://library.aiou.edu.pk/>
18. **DDC 20th ed:** <https://archive.org/details/deweydecimalcla02dewe>
19. **AACR2R concise:** <https://www.slideshare.net/NadeemNazir2/aacr2-pdf-book>
20. **Sears List of Subject Headings 19th ed:**
<http://api.ning.com/files/UosqTfXFuFGPXsobch1cYPy1fqCkxEMS2rNTmSJbmtEDpdlYmpS2yGRCzN9hB8heaIggxr1rtuLCqVtZedFqbywMWUUhAn55r/sears>
21. **Youtube:** <https://www.youtube.com>
22. **ODLIS:** https://www.abc-clio.com/ODLIS/odlis_b.aspx
23. **LOC Web Guides:** <https://www.loc.gov/rr/program/bib/libsci/fulltext.html>
24. **Internet Library for Librarians:** <http://www.itcompany2.com/inforetriever/>
25. **Slide Share:** <https://www.slideshare.net/>
26. **Research Gate (sign in/up required):** <https://www.researchgate.net/>

MLIS 4th Semester

Public Records, Rare Material and their Conservation-I (Code 5651)

Unit-1, 2 and 3: Public Records, Rare Material, Archives and Information World

- <http://www.nationalarchives.gov.uk/documents/whatisapublicrecord.pdf>
- <https://study.com/academy/lesson/public-records-definition-examples.html>
- https://www.researchgate.net/publication/235252812_Rare_material_in_academic_libraries/download
- <https://digitalcommons.wayne.edu/cgi/viewcontent.cgi?referer=https://www.google.com/&httpsredir=1&article=1034&context=slisfrp>
- <http://archivemati.ca/2007/01/22/archival-materials-a-practical-definition/>
- https://www2.archivists.org/standards/DACS/part_I/introduction_to_describing_archival_materials
- <http://dal.ca.libguides.com/c.php?g=257178&p=2638168>

Unit- 4 and 5: Records Management and Finding Aids

- https://en.wikipedia.org/wiki/Records_management
- <https://www.wisconsin.edu/regents/policies/public-records-management/>
- <https://records.archives.govt.nz/assets/Guidance-new-standard/16-S1-Information-and-records-management-standard-Pdf.pdf>
- <http://www.govtech.com/opinion/Managing-Public-Records-A-Dull-and-Difficult---but-Necessary---Job.html>
- https://en.wikipedia.org/wiki/Finding_aid
- <https://www2.archivists.org/glossary/terms/f/finding-aid>
- <https://www.library.yorku.ca/web/archives/finding-aids/>
- <https://www.bates.edu/archives/how-do-i/what-is-a-finding-aid/>
- <https://rare.library.cornell.edu/collections/guides>
- https://www2.archivists.org/sites/all/files/TMOF%20Cataloging%20Guide_internal.pdf

Unit- 6 and 7: Archival Legislations and Pakistan Archives Development

- <http://www.nzdl.org/gsdldmod?e=d-00000-00---off-0hdl--00-0---0-10-0---0---0direct-10--4-----0-0l--11-en-50---20-help---00-0-1-00-0--4---0-0-11-10-OutfZz-8-00&cl=CL1.1&d=HASH015b12b77f46de045099d7b8.8.1>=1>
- <http://www.nationalarchives.gov.uk/information-management/legislation/>
- <https://www.ajol.info/index.php/jsasa/article/view/77611/68050>
- http://www.na.gov.pk/uploads/documents/1329724034_276.pdf
- <http://americanarchivist.org/doi/pdf/10.17723/aarc.54.2.8777g4340j634450>

Unit- 8 and 9: Organization of Pakistan National Archives and Provincial Archives

- <http://dissertationreviews.org/archives/12520>
- https://en.wikipedia.org/wiki/National_Archives_of_Pakistan
- <https://www.facebook.com/paknap/>
- <http://www.planwel.edu/l35.htm>
- http://www.sindharchives.gov.pk/punjab_archive.aspx
- <http://www.sindharchives.gov.pk/index.aspx>

- http://directorate_of_archives_and_library.kp.gov.pk/
- <https://www.facebook.com/KParchivesandlibraries/>
- <http://hed.gkp.pk/>
- <https://www.facebook.com/balochistanarchives/>
- http://www.balochistan.gov.pk/index.php?option=com_content&view=category&layout=blog&id=29&Itemid=509

Public Records, Rare Material and their Conservation-II (Code 5652)

Unit: 10 and 11: Indian archives and India Office Library & Records, London

- https://en.wikipedia.org/wiki/National_Archives_of_India
- <http://nationalarchives.nic.in>
- <http://dissertationreviews.org/archives/1673>
- <https://www.bl.uk/collection-guides/india-office-records>
- https://en.wikipedia.org/wiki/India_Office_Records

Unit: 12 and 13: Archives of United Nations and International Council of Archives

- <https://archives.un.org/>
- <https://archivaria.ca/index.php/archivaria/article/viewFile/10679/11542>
- <http://www.un.org.pk/archives/>
- <https://www.ica.org/en>

Unit: 14 and 15: Readers Services and Computer Application in Archives

- <http://archivesnext.com/?p=3804>
- <http://unesdoc.unesco.org/images/0007/000798/079856eo.pdf>
- www.irmt.org/documents/educ_training/public-sector.../IRMT_computer_sys.doc
- <https://journals.sagepub.com/doi/pdf/10.1177/0266666911425219>
- <https://www.ukessays.com/essays/business/the-impact-of-ict-on-records.php>
- http://www.irmt.org/documents/educ_training/term%20resources/IRMT_Good_Practice_Indicators.pdf

Unit: 16 and 17: Personal Archives, Private Collections and Conservation of Archives

- https://en.wikipedia.org/wiki/Private_collection
- <https://acentria.com/personal-insurance/private-collections/>
- [https://en.wikipedia.org/wiki/Preservation_\(library_and_archival_science\)](https://en.wikipedia.org/wiki/Preservation_(library_and_archival_science))
- https://www.researchgate.net/publication/325153126_Preservation_and_conservation_of_archival_materials_The_case_of_Kenya
- <https://www.archives.gov/preservation/conservation>
- <http://web.msu.ac.zw/elearning/material/1191525109ACARM%20-CONS.&%20PRES.%20IN%20LIBS%20&%20ARCHS..pdf>
- <http://www.americanarchivist.org/doi/pdf/10.17723/aarc.40.3.mqx0g5m571273001>

Unit: 18: Weeding of Archival Material and Records

- [https://en.wikipedia.org/wiki/Weeding_\(library\)](https://en.wikipedia.org/wiki/Weeding_(library))
- <https://rm.coe.int/0900001680087d7c>

- <http://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=3976&context=libphilprac>
- http://www.academia.edu/32616222/Significance_of_Weeding_Library_Material_In_the_Context_of_Collection_Management_in_University_Libraries
- https://scholarcommons.usf.edu/cgi/viewcontent.cgi?referer=https://www.google.com/&httpsredir=1&article=1062&context=tlas_pub

Management of Serials Publications-I (Code 5653)

General Information Sources

- <https://lisbooks.wordpress.com/2016/04/26/library-and-information-science-book/>
- www.youtube.com

Unit 1: What are Serials?

- https://www.itsmarc.com/crs/mergedprojects/conser/conser/module_2_1_ccm.htm
- http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/collect/serials/acqglossary/05seracq_glo.pdf
- <http://www.ala.org/alcts/resources/collect/serials/whatsname>
- <http://libanswers.phsc.edu/faq/81451>
- <https://www.southeastern.edu/library/directory/serials/def.html>
- <https://www.vocabulary.com/dictionary/periodical>
- <https://core.ac.uk/download/pdf/4815842.pdf>
- <https://library.uaf.edu/ls101-periodicals>
- <https://library.uni.edu/divisions/content-discovery-division/resource-management-unit/periodicals-abstracts-indexes-newspapers>

Unit 2: Origin and Development of Serials

- <https://www.britannica.com/topic/publishing/Magazine-publishing>
- <https://guides.library.harvard.edu/c.php?g=310204&p=2077547>
- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5095352/>
- [https://groups.niso.org/apps/group_public/download.php/6628/International%20Standard%20Serial%20Numbering%20\(ISSN\).pdf](https://groups.niso.org/apps/group_public/download.php/6628/International%20Standard%20Serial%20Numbering%20(ISSN).pdf)

Unit 3: Importance of Serials

- <https://www.youtube.com/watch?v=wDRmfXAc-2I>
- https://www.itsmarc.com/crs/mergedprojects/conser/conser/module_1_1_ccm.htm
- <https://www.tandfonline.com/doi/pdf/10.1080/0361526X.2014.879013>
- https://www.ideals.illinois.edu/bitstream/handle/2142/5984/librarytrendsv10i2q_opt.pdf?sequence=1

Unit 4: Types of Serials

- <https://www.waikato.ac.nz/library/study/guides/serials>
- <http://www.bne.es/en/LaBNE/CentroEspaolISSN/QueEsEIISSN/TiposPublicacionesAsigna/>
- <http://www.southeastern.edu/library/directory/serials/def.html>
- https://www.itsmarc.com/crs/mergedprojects/conser/conser/module_1_2_ccm.htm

Unit 5: Selection and Evaluation

- <https://www.msvu.ca/en/home/library/aboutthelibrary/policiesprocedures/collectionpolicy/serialsselectioncriteria.aspx>
- https://books.google.com.pk/books?id=AJEEBxh-FjUC&pg=PA39&lpg=PA39&dq=main+types+of+serial+publications&source=bl&ots=3r5evUKAQ1&sig=a7Dzu-2UkuxjViGhqXkw8_c5gzM&hl=en&sa=X&ved=2ahUKEwjtk_SgqfveAhUEaI8KHQN5C-c4ChDoATAEegQIBRAB#v=onepage&q=main%20types%20of%20serial%20publications&f=false
- <http://guides.lib.berkeley.edu/evaluating-resources>

Unit 6: Problems and Complexities

- https://www.ideals.illinois.edu/bitstream/handle/2142/5657/librarytrendsv4i3e_opt.pdf
- https://www.ideals.illinois.edu/bitstream/handle/2142/8766/librarytrendsv25i3i_opt.pdf?sequence=2
- <http://web.simmons.edu/~chen/nit/NIT'93/93-009-besemer.html>

Unit 7: Acquisition of Serials

- https://www.ideals.illinois.edu/bitstream/handle/2142/6506/librarytrendsv18i3d_opt.pdf?sequence=1&isAllowed=y
- <https://www.tamtu.edu/library/AcquisitionsSerials.shtml>
- <https://core.ac.uk/download/pdf/4815842.pdf>
- https://books.google.com.pk/books?id=AJEEBxh-FjUC&pg=PA66&lpg=PA66&dq=Acquisition+of+serials&source=bl&ots=3r5evVLDZ4&sig=Hr-2Q90AuGVNiU-z3P-pRGb-Ok&hl=en&sa=X&ved=2ahUKEwikhbvZ0_veAhUUaI8KHTZlArc4UBDoATAFegQIChAB#v=onepage&q=Acquisition%20of%20serials&f=false

Unit 8: Acquisition Procedure

- https://www.researchgate.net/publication/32960054_The_Acquisition_of_Serial_Publications
- <http://www.itcompany.com/inforetriever/>
- https://books.google.com.pk/books?id=AJEEBxh-FjUC&pg=PA66&lpg=PA66&dq=Acquisition+of+serials&source=bl&ots=3r5evVLDZ4&sig=Hr-2Q90AuGVNiU-z3P-pRGb-Ok&hl=en&sa=X&ved=2ahUKEwikhbvZ0_veAhUUaI8KHTZlArc4UBDoATAFegQIChAB#v=onepage&q=Acquisition%20of%20serials&f=false
- <https://www.ajol.info/index.php/afrev/article/viewFile/69231/57266>

Unit 9: Bibliographic Control

- <https://www.infoplease.com/dictionary/bibliographic-control>
- <https://www.ifla.org/best-practice-for-national-bibliographic-agencies-in-a-digital-age/node/8911>
- <http://www.ala.org/alcts/resources/collect/serials/microforms05>
- <http://www.lisbdnet.com/bibliographic-control/>

- <https://www.slideshare.net/jayatungaa3/bibliographic-control>
- <https://www.researchgate.net/publication/236173209> Bibliographic control of LIS literature in Pakistan
- https://www.academia.edu/3135172/Bibliographic_control_of_LIS_literature_in_Pakistan
- https://cpb-us-e1.wpmucdn.com/blogs.ntu.edu.sg/dist/8/644/files/2014/06/Vol19_I2_Naseer_Mahmood_Ess_Op_909.pdf
- <https://www.sciencedirect.com/science/article/pii/S0020783786800073>

Management of Serials Publications-II (Code 5654)

General Information Sources

- <http://www.itcompany.com/info retriever/>

Unit 10: Indexing and Abstracting of Serials

- <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.228.5679&rep=rep1&type=pdf>
- <https://libtechlitreviews.wordpress.com/2012/11/13/serials-indexing-a-brief-overview/>
- https://en.wikipedia.org/wiki/Indexing_and_abstracting_service
- https://www.ideals.illinois.edu/bitstream/handle/2142/5553/librarytrendsv2i4E_opt.pdf?sequence=1&isAllowed=y
- https://www.jstor.org/stable/25824193?seq=1#metadata_info_tab_contents

Unit 11: Classification & Cataloguing of Serials

- <https://special-cataloguing.com/cheats/serial>
- <https://ir.library.oregonstate.edu/downloads/rv042v38g>
- https://www.itsmarc.com/crs/mergedprojects/conser/conser/module_1_3_ccm.htm
- <https://www.loc.gov/aba/publications/FreeCSM/F210.pdf>

Unit 12: Electronic Journals

- https://en.wikipedia.org/wiki/Electronic_journal
- <https://www.soas.ac.uk/library/resources/ejournals/about/>
- <http://www.lisbdnet.com/e-journal/>
- http://vlib.ustuarchive.urfu.ru/storon/elj_alliance/what_is.html
- <http://www.open.ac.uk/library/help-and-support/understanding-ejournals>

Unit 13: Serials Automation

- http://livinginthelibraryworld.blogspot.com/2012/01/serials-automation_16.html
- http://epgp.inlibnet.ac.in/epgpdata/uploads/epgp_content/library_and_information_science/information_communication_technology_for_libraries/21_serial_control_et/2084_et_m21.pdf
- <https://www.sciencedirect.com/science/article/abs/pii/0098791386900390>

Unit 14: Union Catalogue of Serials

- <http://www.lisbdnet.com/the-union-catalogue/>
- <https://educalingo.com/en/dic-en/union-catalogue>

- <https://www.cdlc.org/index.php/union-list-of-serials>
- <http://web.simmons.edu/~chen/nit/NIT'91/167-pop.htm>
- <https://lekythos.library.ucy.ac.cy/bitstream/handle/10797/10725/skeab018b.pdf?sequence=1>
- <https://catalog.hathitrust.org/Record/009053317>
- <http://pastic.gov.pk/searchuc20.aspx?prm=A>

Unit 15: Reservation and Conservation of Serials

- <http://www.crl.edu/archiving-preservation/digital-archives>
- <http://www.ala.org/alcts/resources/preserv/2009def>
- https://www.researchgate.net/publication/267771348_Preservation_of_Library_Materials_Problems_and_Perspective
- [https://en.wikipedia.org/wiki/Preservation_\(library_and_archival_science\)](https://en.wikipedia.org/wiki/Preservation_(library_and_archival_science))
- <http://www.ala.org/alcts/resources/preserv/08alaprespolicy>
- <http://www.digital-scholarship.org/sepb/toc.htm>
- <http://cool.conservation-us.org/>
- <https://www.lib.umich.edu/preservation-and-conservation/preservation-and-conservation-units-and-initiatives>
- <https://www.loc.gov/preservation/about/history/pres-hist.pdf>

Unit 16: Binding of Serials

- https://www.library.illinois.edu/conserv/Backup_of_PresCons_Website/binding_guidelines.htm
- <http://www.lib.berkeley.edu/AboutLibrary/reports/srcebind.html>
- <https://books.google.com.pk/books?id=hDOMAgAAQBAJ&pg=PA2&lpg=PA2&dq=Binding+of+serials&source=bl&ots=pKNmrsHdCH&sig=OfRzNhN-9Ao3H-IK230W2zjla4&hl=en&sa=X&ved=2ahUKEwjdrLfU-YLFAhXQTX0KHaUzD0o4ChDoATAAegQICRAB#v=onepage&q=Binding%20of%20serials&f=false>
- <https://books.google.com.pk/books?id=rkmYYOYg-QYC&pg=PA106&lpg=PA106&dq=Binding+of+serials&source=bl&ots=yrmfYmvl-C&sig=wEtnSCnrNc0AYfssIv2Su7sFIE&hl=en&sa=X&ved=2ahUKEwjdrLfU-YLFAhXQTX0KHaUzD0o4ChDoATAGegQIARAB#v=onepage&q=Binding%20of%20serials&f=false>
- <https://books.google.com.pk/books?id=hDOMAgAAQBAJ&pg=PA2&lpg=PA2&dq=Binding+of+serials&source=bl&ots=pKNmrsHaLG&sig=mjJd5tMdPax3tbybA0e7zIJAVHQ&hl=en&sa=X&ved=2ahUKEwjKgL7v-ILFAhWLMo8KHSJODaUQ6AEwCXoECAEQAQ#v=onepage&q=Binding%20of%20serials&f=false>
- <file:///C:/Users/amjid.khan/Downloads/80-80-1-PB.pdf>
- https://www.oclc.org/support/help/olib/907/Content/Serials/About_Binding.htm

Unit 17: Vendor/Agent Selection

- <https://blog.itil.org/2012/07/allgemein/six-steps-for-a-successful-vendor-selection/>
- <https://www.thebalancesmb.com/the-successful-vendor-selection-process-2533820>
- <http://www.ala.org/tools/atoz/Serials/serials>

Unit 18: Serial Librarianship

- https://en.wikipedia.org/wiki/Periodicals_librarian
- <https://www.sciencedirect.com/sdfe/pdf/download/eid/1-s2.0-009879139090007L/first-page-pdf>
- <https://files.eric.ed.gov/fulltext/ED126902.pdf>
- https://www.tandfonline.com/doi/pdf/10.1300/J123v11n03_19
- <http://www.ala.org/rusa/resources/guidelines/professional>
- <https://www.tandfonline.com/doi/full/10.1080/0361526X.2015.1017422>
- <https://www.uksg.org/sites/uksg.org/files/BlurbSerialsLibrarian.pdf>
- <https://www.sciencedirect.com/science/article/abs/pii/S0098791301001678>
- https://www.researchgate.net/publication/222592611_Qualifications_for_a_Serials_Librarian_in_an_Electronic_Environment