

## 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 & 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 and merit determination. 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, CNIC, 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. In case of low enrollment in any region, the students will be allotted any other nearby region.*

### Pre-requisites from MLIS Students

An MLIS student must have a computer with internet connection to successfully complete this program. Study guides and further study guidance along with unit-wise and other links to various online, free resources are available in downloads at LIS Department website <<https://lis.aiou.edu.pk>>, which are sufficient for assignments preparation and exams. The University will not send any helping books except study guides to students. Most updates are available at AIOU website <<https://aiou.edu.pk>> such as matters relating to admission, exam and result, tutorials, workshops, assignments, and so on. A student should willingly be hard-working enough to get information and knowledge. Consult your AIOU-appointed tutors for technical and conceptual guidance. Take full benefit from your tutorial classes and workshops. We are also providing guidance to students on daily basis via our Facebook page <LIS@AIOU official>; hence join this page as well.

### Scheme of Studies (MLIS)

#### Duration

The Duration of MLIS programme 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 4<sup>th</sup> semester.

#### Assessment

Written examination = 70% weight  
Assignments = 30% weight

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

#### 1<sup>st</sup> 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

#### 2<sup>nd</sup> Semester

Sr. No.	Course	Code	Credit Hours
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

#### 3<sup>rd</sup> Semester

Sr. No.	Course	Code	Credit Hours
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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

#### 4<sup>th</sup> Semester

Sr. No.	Course	Code	Credit Hours
1	Public Records, Rare Material & Their Conservation-I	5651	3
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
<b>OR</b>			
	Thesis (in lieu of 5651, 5652, 5653, 5654)	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 a thesis workshop for LIS research students in the beginning (usually in January) of semester in Islamabad. 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 if they decide to opt for the thesis for further information.

#### 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; Liaqat 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 advised to email softcopy of internship report to the LIS Department for plagiarism checking through Turnitin software. A sample internship report is available at LIS Department's website <<https://lis.aiou.edu.pk>>. Send application form (available at LIS website) for internship via e-mail.

### 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.

پرائیبلنگس کے آخر میں Internship اور Viva Voce کے لئے دو نمائندگی ہیں

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

**Department of Library and Information Sciences  
Block No.6, AIOU, Sector H-8, Islamabad.**

**Note:** Students are advised to keep on watching AIOU website <<https://aiou.edu.pk>>, LIS Department's website <<https://lis.aiou.edu.pk>> especially Downloads and Useful Links and LIS Facebook page <LIS@AIOU official> for various updates.

### Fee Tariff:

Item	Fee
<b>Registration Fee</b> (if not already registered with AIOU)	Rs.200/-
<b>Admission Fee</b>	Rs.700/-
<b>Technology Fee + Courier Charges</b>	Rs.135/-
Per 3 Credit Hours course fee Rs.2030/- Rs.2030×5 courses=	Rs.10150/-
<b>Total fee for 1<sup>st</sup> Semester</b>	<b>Rs.11185 /-</b>

Fee for subsequent semesters will be informed at the time of their admission.

**Medium of Instruction & Examination:** English/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 <<https://aiou.edu.pk>> and LIS

*Department <<https://lis.aiou.edu.pk>> for updates. Our Facebook page is: LIS@AIOU official.*

### **Faculty Members**

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