

ALLAMA IQBAL OPEN UNIVERSITY
Department of Library and Information Sciences

F.3-6/LIS/MLIS/Workshop/Aut19/email

Dated: 31/12/2019

MLIS Workshop Topics for Autumn Semester 2019

Second Semester

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

Day – First

1. Bibliography & its preparation
2. Bibliographic control
3. Collection development: an introduction
4. Discussion
5. Q/A

Day - Second

1. Collection development policy
2. Selection sources
3. Selection procedures & problems
4. Discussion
5. Q/A

Day-Three

1. Collection evaluation and acquisition
2. Resource sharing
3. Storage, weeding & write-off policy
4. Discussion
5. Q/A

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

Day - First

1. Theories and principles of management
2. Planning
3. Decision-making
4. Discussion
5. Q/A

Day - Second

1. Organizing and organizational structure
2. Motivation of personnel
3. Leading and leadership
4. Discussion
5. Q/A

Day - Three

1. Organizational communication
2. Human resource management/staffing
3. Controlling
4. Discussion
5. Q/A

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

Day - First

1. Budgeting
2. Evaluation of resources and services
3. Library management
4. Discussion
5. Q/A

Day - Second

1. Type of libraries and their functions
2. Public library management
3. School library management
4. Discussion
5. Q/A

Day - Three

1. Academic library management
2. Special library management
3. Digital library management
4. Discussion
5. Q/A

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

Day - First

1. Library automation: definition and concepts
2. Integrated automated systems
3. Planning library automation
4. Discussion
5. Q/A

Day - Second

1. Automated system: Assessment, selection and evaluation
2. Maintenance of automated system
3. Automation of library operations
4. Discussion
5. Q/A

Day - Three

1. Use of microcomputer libraries
2. Software applications in Pakistani libraries
3. Databases: Basic concepts creation management and maintenance

4. Discussion
5. Q/A

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

Day - First

1. Microcomputer based databases development
2. Bibliographic databases construction
3. Searching and information retrieval
4. Discussion
5. Q/A

Day - Second

1. Boolean logic and search strategies
2. Vocabulary control
3. Literature searching
4. Discussion
5. Q/A

Day - Three

1. CD-ROM application (information retrieval)
2. Internet applications and information retrieval
3. Library automation problems in Pakistan
4. Discussion
5. Q/A

Fourth Semester

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

Day - First

1. Public records
2. Rare materials
3. Archives & information word
4. Discussion
5. Q/A

Day - Second

1. Records management
2. Finding aids
3. Archival legislations
4. Discussion
5. Q/A

Day - Three

1. Pakistan achieves development
2. Organization of Pakistan national archives
3. Provincial archives

4. Discussion
5. Q/A

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

Day - First

1. Indian archives
2. India office library & records, London
3. Archives of United Nations and its subsidiaries
4. Discussion
5. Q/A

Day - Second

1. International council of archives
2. Readers services
3. Computer application in archives
4. Discussion
5. Q/A

Day – Three

1. Personal archives or private collections
2. Conservation of archives
3. Weeding of archival material and records
4. Discussion
5. Q/A

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

Day – First

1. What are serials?
2. Origin and development of serials
3. Importance of serials
4. Discussion
5. Q/A

Day - Second

1. Types of serials
2. Selection and evaluation
3. Problems and complexities
4. Discussion
5. Q/A

Day – Three

1. Acquisition of serials
2. Acquisition procedure
3. Bibliographic control
4. Discussion
5. Q/A

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

Day – First

1. Unit 10 Indexing and abstracting of serials
2. Classification & cataloguing of serials
3. Electronic journals
4. Discussion
5. Q/A

Day - Second

1. Serials automation
2. Union catalogue of serials
3. Reservation and conservation of serials
1. Discussion
2. Q/A

Day – Three

1. Binding of serials
2. Vendor/agent selection
3. Serial librarianship
4. Discussion
5. Q/A

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

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