

ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD
Department of Library and Information Sciences

MASTER OF LIBRARY & INFORMATION SCIENCES (MLIS) OUTLINES

Semester One - Spring

Course Code	5500
Course Title	Foundation of Librarianship

- Unit 1 History of alphabets
- Unit 2 Writing material
- Unit 3 Development of paper
- Unit 4 Printing
- Unit 5 Binding
- Unit 6 Development of book
- Unit 7 Concept of library
- Unit 8 Development of librarianship as profession
- Unit 9 Education of librarianship in Pakistan

Course Code	5501
Course Title	Introduction to Library and Information Sciences

- Unit 1 Library Science: an introduction
- Unit 2 Information science evolution
- Unit 3 Relationship of library science with information science
- Unit 4 Computer Hardware, software, LAN & WAN
- Unit 5 Fundamentals of computerized information storage
- Unit 6 Information retrieval and dissemination
- Unit 7 Using computer spread sheets and graphics
- Unit 8 Data communication, on-line searching and CD-ROM
- Unit 9 Internet and E-mail

Course Code	5502
Course Title	Information Sources and Services

- Unit 1 General reference sources
- Unit 2 Special reference sources science and technology
- Unit 3 Special reference sources-humanities and social sciences
- Unit 4 Evaluation of reference sources
- Unit 5 Reference and information services
- Unit 6 Use of machine readable sources
- Unit 7 Management of reference and information department
- Unit 8 Bibliographic sources
- Unit 9 Bibliographic control in Pakistan

Course Code	5503
Course Title	Classification: Theory and Practice

- Unit 1 Introduction to classification
- Unit 2 History of classification
- Unit 3 Comparative study of major classification schemes
- Unit 4 Study of classification schemes locally used
- Unit 5 Study and practice of DDC 19th Edition
- Unit 6 Study of DDC 20th Edition
- Unit 7 Practice of DDC 20th Edition
- Unit 8 Study of subject headings
- Unit 9 Practice of subject headings

Course Code	5504
Course Title	Cataloguing: Theory and Practice

- Unit 1 What is a library catalogue?
- Unit 2 Development of cataloguing codes
- Unit 3 Forms and kinds of catalogue
- Unit 4 Chief sources of information
- Unit 5 Descriptive cataloguing
- Unit 6 Cataloguing of Pakistan and oriental names
- Unit 7 Rules for filing entries
- Unit 8 Monographs cataloguing
- Unit 9 Serials and Non-book materials cataloguing

Semester Two, Autumn

Course Code	5505
Course Title	Collection Development

- Unit 1 Bibliography & its preparation
- Unit 2 Bibliographic control
- Unit 3 Collection development: an introduction
- Unit 4 Collection development policy
- Unit 5 Selection sources
- Unit 6 Selection procedures & problems
- Unit 7 Collection evaluation and acquisition
- Unit 8 Resource sharing
- Unit 9 Storage, weeding & write-off policy

Course Code	5641
Course Title	Management of Libraries and information Centres-I

- Unit 1 Theories and principles of management
- Unit 2 Planning
- Unit 3 Decision-making
- Unit 4 Organizing and organizational structure
- Unit 5 Motivation of personnel
- Unit 6 Leading and leadership
- Unit 7 Organizational communication
- Unit 8 Human resource management/staffing
- Unit 9 Controlling

Course Code	5642
Course Title	Management of Libraries and information Centres-II

- Unit 10 Budgeting
- Unit 11 Evaluation of resources and services
- Unit 12 Library management
- Unit 13 Type of libraries and their functions
- Unit 14 Public library management
- Unit 15 School library management
- Unit 16 Academic library management
- Unit 17 Special library management
- Unit 18 Digital library management

Course Code	5643
Course Title	Library Automation/ Information Storage and Retrieval-I

- Unit 1 Library automation: definition and concepts
- Unit 2 Integrated automated systems
- Unit 3 Planning library automation
- Unit 4 Automated system: Assessment, selection and evaluation
- Unit 5 Maintenance of automated system
- Unit 6 Automation of library operations
- Unit 7 Use of microcomputer libraries
- Unit 8 Software applications in Pakistani libraries
- Unit 9 Databases: Basic concepts creation management and maintenance

Course Code	5644
Course Title	Library Automation/ Information Storage and Retrieval-II

- Unit 10 Microcomputer based databases development
- Unit 11 Bibliographic databases construction
- Unit 12 Searching and information retrieval
- Unit 13 Boolean logic and search strategies
- Unit 14 Vocabulary control
- Unit 15 Literature searching
- Unit 16 CD-ROM application (information retrieval)
- Unit 17 Internet applications and information retrieval
- Unit 18 Library automation problems in Pakistan

Semester Three, Spring

Course Code	5645
Course Title	Resource Sharing and Networking-I

- Unit 1 Origin & concept of resource sharing
- Unit 2 Resource sharing pre-requisites
- Unit 3 Resource sharing process
- Unit 4 Resource sharing systems
- Unit 5 Resource sharing consortium
- Unit 6 Interlibrary loan
- Unit 7 Union catalogue
- Unit 8 Resource sharing networks
- Unit 9 Data transmission

Course Code	5646
Course Title	Resource Sharing and Networking-II

- Unit 10 Transmission media
- Unit 11 Data layers and transport protocols
- Unit 12 Types of networks
- Unit 13 LAN (Local Area Network)
- Unit 14 LAN Topology
- Unit 15 CD-ROM based networks
- Unit 16 Intranet
- Unit 17 Network security
- Unit 18 Resource sharing & networking in Pakistan

Course Code	5647
Course Title	Advanced Technical Operation-I

- Unit 1 Principles and methods of subject analysis
- Unit 2 Subject headings
- Unit 3 Thesaurus construction
- Unit 4 Controlled vocabulary
- Unit 5 Principles and methods of indexing
- Unit 6 Indexing language
- Unit 7 Indexing Process
- Unit 8 Abstracts and abstracting
- Unit 9 Enumerative and faceted classifications

Course Code	5648
Course Title	Advanced Technical Operation-II

- Unit 10 Classification systems
- Unit 11 Comparative study of classification schemes
- Unit 12 Electronic DDC
- Unit 13 Cataloguing codes and cataloguing process
- Unit 14 Application of AACR-2: Specialized Material
- Unit 15 Bibliographic Formats
- Unit 16 Database technology
- Unit 17 The bibliographic description & ISBD
- Unit 18 Bibliographical tools

Course Code	5649
Course Title	Research Methods and Techniques for Librarians-I

- Unit 1 Research and scientific method
- Unit 2 Research in librarianship
- Unit 3 Research problem
- Unit 4 Review of literature
- Unit 5 Hypothesis
- Unit 6 Research methods in librarianship-I
- Unit 7 Research methods in librarianship-II
- Unit 8 Tools of research-I
- Unit 9 Tools of research-II

Course Code	5650
Course Title	Research Methods and Techniques for Librarians-II

- Unit 10 Use of libraries
- Unit 11 Use of computers and databases
- Unit 12 Application of statistics
- Unit 13 Data collection
- Unit 14 Data analysis and interpretation
- Unit 15 Report writing
- Unit 16 Evaluation of research report
- Unit 17 Librarianship research in Pakistan
- Unit 18 Citation/footnote techniques

Semester Four, Autumn

Course Code	5651
Course Title	Public Records and Rare Material and their Conservation-I

- Unit 1 Public records
- Unit 2 Rare materials
- Unit 3 Archives & information word
- Unit 4 Records management
- Unit 5 Finding aids
- Unit 6 Archival legislations
- Unit 7 Pakistan achieves development
- Unit 8 Organization of Pakistan national archives
- Unit 9 Provincial archives

Course Code	5652
Course Title	Public Records and Rare Material and their Conservation-II

- Unit 10 Indian archives
- Unit 11 India office library & records, London
- Unit 12 Archives of United Nations and its subsidiaries
- Unit 13 International council of archives
- Unit 14 Readers services
- Unit 15 Computer application in archives
- Unit 16 Personal archives or private collections
- Unit 17 Conservation of archives
- Unit 18 Weeding of archival material and records

Course Code	5653
Course Title	Management of Serials Publications-I

- Unit 1 What are serials?
- Unit 2 Origin and development of serials
- Unit 3 Importance of serials
- Unit 4 Types of serials
- Unit 5 Selection and evaluation
- Unit 6 Problems and complexities
- Unit 7 Acquisition of serials
- Unit 8 Acquisition procedure
- Unit 9 Bibliographic control

Course Code	5654
Course Title	Management of Serial Publications-II

- Unit 10 Indexing and abstracting of serials
- Unit 11 Classification & cataloguing of serials
- Unit 12 Electronic journals
- Unit 13 Serials automation
- Unit 14 Union catalogue of serials
- Unit 15 Reservation and conservation of serials
- Unit 16 Binding of serials
- Unit 17 Vendor/agent selection
- Unit 18 Serial librarianship