

**ALLAMA IQBAL OPEN UNIVERSITY**  
**Department of Library and Information Sciences**

**MLIS Workshop Topics for Spring Semester**

**SEMESTER ONE**

**1. Course: Foundation of Librarianship (5500)**

1. History of Alphabets and Writing Material
2. Paper and Printing
3. Librarianship: An introduction
4. Librarianship as Profession
5. LIS Education in Pakistan
6. Library and Librarianship in Muslim World
7. Library Profession in Pakistan
8. Library Associations in Pakistan

**2. Course: Introduction to Library and Information Sciences (5501)**

1. Library Science and Information Science: An introduction
2. Relationship of Library Science with Information Science
3. Fundamental of Computer/Hardware, Software
4. Fundamentals of Computerized Information Storage
5. Information Retrieval and Online Searching
6. Computer Spread Sheets and Graphics
7. Network/Networking and the Internet
8. Data Communication and E-mail/Listserv, etc

**3. Course: Information Sources and Services (5502)**

1. General Reference Sources
2. Special Reference Sources
3. Evaluation of Reference Sources
4. Reference and Information Services
5. Reference Services in Computer Age
6. Management of Reference Department
7. Bibliographic Sources and Machine Readable sources
8. Bibliographical Control in Pakistan

**4. Course: Classification: Theory and Practice (5503)**

1. Introduction to Classification
2. Introduction and History of Classification Schemes
3. Introduction and Practice of DDC-20 (Index)
4. Practice of DDC-20 (000-500)
5. Practice of DDC-20 (501-999)
6. Practice of DDC-20 (Tables)
7. Introduction to Subject Headings and Schemes
8. Practice of assigning subject headings (SLSH)

**5. Course: Cataloguing Theory and Practice (5504)**

1. Introduction to Catalogue and Cataloguing
2. Development of Cataloguing Codes
3. Areas of Catalogue record
4. Forms and Kinds of Catalogue
5. Cataloguing of Pakistani Names
6. Cataloguing of Serials/Non-Book Material
7. Practice of Cataloguing (Card and Computer)
8. Filing of Catalogue Cards

## SEMESTER THREE

### **1. Course: Resource Sharing and Networking - I (5645)**

1. Concept of Resource Sharing
2. Resource Sharing Pre-Requisites
3. Interlibrary Loan, Union Catalogue, and Bibliographic Utilities
4. Types of Consortia and Management
5. Models of Resource Sharing
6. Resource Sharing Process and System
7. Merits and Demerits of Resource Sharing
8. Resource Sharing Networks

### **2. Course: Resource Sharing and Networking - II (5646)**

1. Data Transmission
2. Transmission Media
3. Data Layers and Transport Protocols
4. Networking and Types of Networks
5. Local Area Networks
6. Computer based Networks and Intranet
7. Network Security
8. Resource Sharing in Pakistan

### **3. Course: Advanced Technical Operations - I (5647)**

1. Principles of Subject Analysis
2. Methods of Subject Analysis
3. Introduction to Subject Headings
4. Subject Heading Practice (preferably LCSH)
5. Controlled Vocabulary Tools: Thesaurus, etc.
6. Principles and Methods of Indexing
7. Indexing Language
8. Indexing: Practice

**4. Course: Advanced Technical Operations - II (5648)**

1. Abstract and Abstracting: An Introduction
2. Abstracting: Practice
3. Introduction to Classification Schemes/Systems
4. Enumerative and Faceted Classification Systems
5. Comparative Study of Major Classification Schemes
6. Electronic DDC: Practice
7. Cataloguing Codes and Cataloguing Process
8. Bibliographic Formats

**5. Course: Research Methods and Techniques for Librarians – I (5649)**

1. Research: An Introduction
2. Research Problem
3. Review of Literature
4. Assumption and Hypothesis
5. Research Approaches: Quantitative, Qualitative and Mixed
6. Research Methods in Librarianship
7. Scientific Research Method
8. Tools of Research

**6. Course: Research Methods and Techniques for Librarians – II (5650)**

1. Data Collection Techniques
2. Data Analysis and interpretation
3. Application of Statistics in Research
4. Synopsis Writing
5. Writing Research Report
6. Citations and References in Research
7. LIS Research in Pakistan
8. Use of Library and Computer in Research

## **For MLIS Workshop conducting Regions**

Since MLIS program is highly professional and technical it requires the following measures with regard to conduct of 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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