

ALLAMA IQBAL OPEN UNIVERSITY
Department of Library and Information Sciences

Master of Library and Information Sciences (MLIS) Program

Internship

All MA (LIS) students will undergo a 45 working days' full-time and unpaid internship training in a library of repute during or after their final semester. Holidays, leaves and absences shall not be counted in 45 days. 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; Liaquat 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 via email (address given on the form). The Internship Application Form is available at the LIS Department website given below. The LIS Department will issue a reference/permission letter to the student for internship purpose via return email. 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/permission letter. Internship would only be accepted in libraries for which the LIS Department had issued a reference/permission letter. A student's internship without a reference/permission letter from the LIS Department will not be accepted. Once an internship reference/permission 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/permission letter before submitting it to the library concerned.

Students are advised to forward their all email correspondence made with the LIS Department for the issuance of internship permission/reference letter to the librarian concerned where he/she has to undertake the internship if demanded for verification.

Internship Certificate

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. The internship certificate should be original, signed by the library authority, on official letterhead or stamped, and reference numbered and dated, covering 45 days' full-time duration after the issuance of LIS Department's Internship Permission/Reference letter.

Note: Students are advised to keep on watching LIS Department's website <<https://lis.aiou.edu.pk/>> and our Facebook page <LIS@AIOU official> for updates.