

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Library and Information Sciences)

WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Public Records Rare Material and Their Conservation–I (5651)

Level: MLIS

Semester: Autumn, 2013

Total Marks: 100

Pass Marks: 40

Note: Use your own words while working on your assignment. In case of quoting any fact or statement from any source, always remember to provide full reference of the source according to "Turabian's Manual" provided in your course material. All questions carry equal marks.

ASSIGNMENT No. 1
(Units: 1–5)

- Q. 1 Define Records, Archives, Manuscript, Rare Material, Public Document, Archiving, Warehousing, and Storage. Where necessary give examples.
- Q. 2 What do you know about the provenance in archiving material? Discuss in detail.
- Q. 3 Why archives are important for an organization? How we manage the archival collection? Discuss archival principles.
- Q. 4 Discuss with examples the classification, cataloguing and filing system of archival record.
- Q. 5 Compare the sources of acquiring archival material and library material.

ASSIGNMENT No. 2

(Units: 6–9)

Total Marks: 100

Pass Marks: 40

Note: All questions carry equal marks.

- Q. 1 What is the system of finding aid? How finding aids are helpful in locating the holdings of archival institution?
- Q. 2 Trace the history of archival legislation in Pakistan.
- Q. 3 Compare National Archives of Pakistan with National Library of Pakistan.
- Q. 4 Discuss in detail about the archives development in Pakistan.
- Q. 5 Write short notes:
- a) Archives of KPK
 - b) Holdings of Punjab archives
 - c) Private collection of National Archives of Pakistan
 - d) Guides to holdings
 - e) Disposal schedule

=====