

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: Management of Libraries
and Information Centre-II (5642)**
Level: MLIS

Semester: Autumn, 2012
Total Marks: 100
Pass Marks: 40

ASSIGNMENT NO. 1
(Units 10-14)

Note: All questions carry equal marks.

- Q.1 Define budgeting and different kinds of budgets. Prepare the budget of a special library having 1.5 million collection with addition of 1500 books and 10 research journals every year. 1 Senior librarian at BPS-18, 2 Librarians at BPS-17, 4 Catalogers/classifiers at BPS-16, 6 Clerical staff at BPS-9 and 4 Naib qasids at BPS-1 are working in the library.
- Q.2 Distinguish different academic libraries and explain the functions of each.
- Q.3 Prepare an organizational chart of university library having physical collection and digitized documents.
- Q.4 How special library management is different from public library management?
- Q.5 Suggest recruitment process for school librarian.

ASSIGNMENT NO. 2
(Units 15-18)

Total Marks: 100
Pass Marks: 40

Note: All questions carry equal marks.

- Q.1 Write an article on management of college libraries in Pakistan with special reference to required human resource.
- Q.2 Describe the process for developing public library plans.
- Q.3 How management of a traditional library is different from management of a digital library? Explain your answer with example.
- Q.4 Explain the following terms:
- a) PERT
 - b) Gantt Chart
 - c) MBO
- Q.5 Explain qualities/skills of a librarian required to manage a digital library.