

**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, 2012**  
**Total Marks: 100**  
**Pass Marks: 40**

**ASSIGNMENT NO. 1**  
(Units 1-5)

**Note:** All questions carry equal marks.

- Q.1 Write notes on the following:
- i. Accessioning of archival material
  - ii. Errors in archival material arrangements
- Q.2 Technical processing of archival material is different from technical processing of library material. How?
- Q.3 Write a comprehensive note on acquisition of archival material.
- Q.4 Differentiate the following terms with examples:
- i. Archives and public records
  - ii. Manuscripts and incunabula
  - iii. Rare material and weed out material
  - iv. Libraries and archives
- Q.5
- a) As an archivist how you ensure the restoration of a rare book?
  - b) Write a note on storage and use of historical records.

**ASSIGNMENT NO. 2**  
**(Units 6-9)**

**Total Marks: 100**  
**Pass Marks: 40**

**Note:** All questions carry equal marks.

- Q.1 Prepare a worksheet of archival record entry.
- Q.2 Explain the points described in National Archives Act 1993.
- Q.3 Write notes on the following:
- i. National Archives of Pakistan
  - ii. Historical development of Pakistan archives
- Q.4 Write a note on Punjab Archives and Baluchistan Archives.
- Q.5 Explain different finding aids of archival material.