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)  
Semester: Autumn, 2012  
Level: MLIS  
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.