

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, 2013

Total Marks: 100

Pass Marks: 40

ASSIGNMENT No. 1
(Units: 10–14)

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

- Q. 1 Explain different types of libraries. Distinguish them with respect to their purpose and functions.
- Q. 2 How library resources and services could be evaluated for future improvements? Discuss in the scenario of university library.
- Q. 3 Prepare a college library budget in detail.
- Q. 4 Write notes on the following:
 - i) Zero based budget
 - ii) Program budget
 - iii) Line budget
 - iv) Lum Sum Budget
- Q. 5 School libraries are neglected in Pakistan, why? Give suggestions to improve the condition of school libraries in the country.

ASSIGNMENT No. 2

(Units: 15–18)

Total Marks: 100

Pass Marks: 40

Note: All questions carry equal marks.

- Q. 1 What types of skills are required to manage a special library? Discuss in detail.
- Q. 2 Write notes on the following:
- i) Gantt Chart
 - ii) Applications of Internet in university library
- Q. 3 Libraries are emerging as digital libraries. How librarians can cope up with this change?
- Q. 4 How special library management is different from public library management?
- Q. 5 Explain the following terms in detail:
- i) Productivity
 - ii) Effectiveness
 - iii) Efficiency
 - iv) Intuition

=====