

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–II (5652)

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 remember to provide full reference of the source according to "Turabian's Manual" provided in your course material. All questions carry equal marks.

- Q. 1 How servicing of archival collections is different from that of library collections?
- Q. 2 Discuss in detail about the Indian Archives.
- Q. 3 What kind of terminologies used in the UNESCO Archives, discuss in detail.
- Q. 4 What is ICA? Discuss its functions, roles and organization.
- Q. 5 What reader services can be provided to researchers, students and general public?

ASSIGNMENT No. 2

(Units: 15–18)

Total Marks: 100

Pass Marks: 40

Note: All questions carry equal marks.

- Q. 1 Describe the prospects of digitizing archival collections.
- Q. 2 Differentiate preservation and conservation. Describe the application of preservation and conservation methods to archival and library collections.

Q. 3 Write short notes:

- a) India office library
- b) Archives of Mughal period
- c) UNESCO archives and records
- d) Institute of Sindhology
- e) Problems of archives preservation

Q. 4 Discuss in detail about the techniques and principles of archival restoration.

Q. 5 Compare weeding and write off procedures of archival material with that of library collections.

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