

**REVISED CURRICULUM
FOR
B.A./BLIS/MLIS**

Curriculum Development Project

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CURRICULUM DIVISION, UGC

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PREFACE

Curriculum of a subject is said to be the throbbing pulse of a nation. By looking at the curriculum of a subject, one can judge the state of intellectual development and the state of progress of a nation. The world has turned into a global village, new ideas and information are pouring in a constant stream. It is, therefore, imperative to update our curricula by introducing the recent developments in the relevant fields of knowledge.

In exercise of the powers conferred by Sub-section (1) of section 3 of the Federal Supervision of Curricula Textbooks and Maintenance of Standards of Education Act 1976, the Federal Government vide Notification No.D773/76-JEA (Cur.), dated December 4, 1976, appointed University Grants Commission as the Competent Authority to look after the Curriculum Revision Work beyond Class XII at Bachelor level and onwards to all Degrees, Certificates and Diplomas awarded by Degree Colleges, Universities and other Institutions of higher education.

In pursuance of the above decisions and directives, the Commission is continually performing curriculum revision in collaboration with the Universities. According to the decision of the 44th Vice-Chancellors' Committee, curriculum of a subject must be reviewed after every 3 years. For the purpose, various Committees are constituted at the national level comprising senior teachers nominated by the Universities. Teachers from local degree colleges and experts from user organizations, where required, are also included in these Committees.

The National Curriculum Revision Committee on Library & Information Science in its meeting held in February at the U.G.C. Regional Centre, Karachi revised the curriculum after due consideration of the comments and suggestions received from the Universities and Colleges where the subject under consideration is taught.

The Final draft prepared by the Curriculum Revision Committee duly approved by competent authority is being circulated for implementation by the Universities.

(PROF. DR. ALTAF ALI G. SHAIKH)
ADVISED (C&T)

April, 2002

INTRODUCTION

The Meeting of National Curriculum Revision Committee in the subject of Library and Information Science was held at University Grants Commission, Regional Office .Karachi, from 26th –28th , February,2002. The meeting was inaugurated by Dr. Iqbal A. Panhwar, Director General, Regional Office, UGC, Karachi and promised to extend all kinds of help for the implementation of the revised curricula. The meeting was attended by the following experts from all over Pakistan.

1. Prof. Dr. Nasim Fatima
Chairperson
Department of Library and Information Science
University of Karachi, Karachi. Chairperson
2. Prof. Dr. Rafia Ahmed Sheikh
Professor/Chief Librarian
Department of Library & Information Science,
University of Sindh, Jamshoro Member
3. Mr. Khurshid Akhter Ansari.
Chairman
Department of Library and Information Science
University of Balochistan, Quetta Member
4. Syed Liaquat Ali
Chairman
Department of Library and Information Science
University of Peshawar, Peshawar. Member
5. Ms. Umera Shah
Assistant Professor
Department of Library and Information Science
University of Punjab, Lahore. Member
6. Mr. Muhammad Arif
Lecturer
Department of Library and Information Science
Allama Iqbal Open University, Islamabad. Member

7.	Mr. Muhammad Yaqoob Chaudhry Chief Librarian University of Azad Jammu and Kashmir, Muzafferabad.	Member
8.	Mr. Ch. Maqbool Ahmad Chief Librarian, Central Library, Bahauddin Zakaria University , Multan.	Member
9.	Mr. Sheikh Muhammad Hanif Chief Librarian. Quaid –e-Azam University Library, Islamabad.	Member
10.	Mr. Rais Ahmed Samdani Librarian Govt. College for Men , Nazimabad, Karachi.	Member
11.	Mrs. Salma Naheed Assistant Professor Sir Syed Govt. Girls College, Karachi.	Member
12.	Ms. Najma Sultana Librarian Govt. Degree Girls College, North Nazimabad Block 'M' Karachi.	Member
13.	Miss Musarrat Mushtaq Lecturer D H A Degree College for Girls, Karachi.	Member
14.	Prof. Dr. Muhammad Fazil Khan Baloch Chairman Department of Library and Information Science Islamia University, Bahawalpur	Secretary

CURRICULUM
LIBRARY SCIENCE (OPTIONAL) FOR GRADUATES
(B. A.)

INTRODUCTION

The course is designed for graduates as an optional course of two years consisting of 200 marks. Each paper will contain 100 marks (80 Theory + 20 Practical) .Minimum requirement for admission will be Intermediate in Arts, Commerce, Science.

OBJECTIVES

The Purpose of this course is to introduce the young adults/ students to the resources and services that libraries offer and to enable them to use those resources effectively. Thereby providing easy and unrestricted access to the information they may need in their studies and even in their day-to-day educational work. Libraries are not merely storehouses of knowledge and information. Information has become so complex and scattered that it is only through libraries that one could be able to use it. With out information and library use it may not be possible for any one for affirming and giving pride in self-identity.

The Course , has therefore , been designed to prepare student for seeking and using information as a normal part of his daily life , much to the studies he/she is pursuing. The course will also provide him/her the pleasure of reading.

REVISED CURRICULUM
B. A. Library Science (Optional)

PAPER 1- MARKS 100

1. **Introduction to Libraries:** **Marks:16**
Definition of Libraries, Types of Libraries, Objectives of Libraries Various Sections of Libraries, Importance of libraries in Education and Society. Role of librarian
2. **History of Books and Libraries;** **Marks:16**
History of book from ancient to present
Library Development in the Subcontinent
Important Libraries of Pakistan.
3. **Library Materials ;** **Marks:16**
- a) **Printed Materials**
Books, Periodicals, Newspapers, Manuscripts, Reports, Thesis, Documents
- b) **Non Printed Materials**
Audio-Visual Materials, Microforms, Motion Pictures, Audio and Video Cassette, Models, Floppy Disc and CDs
4. **Bibliographical Description of Printed Materials** **Marks:16**
Meaning and definition of bibliography.
Scope and importance of bibliography
Bibliographical Description;
Books, Journals, News Papers.
5. **Classification:** **Marks:16**
Meaning and definition of classification
Purpose of Classification
Introduction to Dewey Decimal Classification scheme
Schedules, Index , Summaries of DDC 20th edition
Assigning call Number
Classification Practical **Marks:20**

B. A. Library Science (Optional)
PAPER 2 –100 MARKS

1. Acquisition of Library Material **Marks:16**

Meaning and definition, Principles and book selection and book selection tools. Accessioning library materials.

2. Cataloguing: **Marks:16**

Meaning and definition of Cataloguing, Scope and purpose of Cataloguing, Kinds and forms of Catalogue, Elements of Main Entry Cards and added entries, Subject Headings ; Types of Headings and Key Words. Arrangement of Catalogue Cards. Introduction to AACR- 2

Cataloguing Practical: **Marks: 20**

3. Reference Sources **Marks: 16**

a) Printed Reference Sources.

- | | |
|--------------------------|---------------------------|
| 1. Dictionaries | 2. Encyclopedia |
| 3. Yearbooks | 4. Bibliographies |
| 5. Indexes | 6. Abstracts |
| 7. Directories | 8. Periodical Directories |
| 9. Guides to Literature | 10. Books about Dates |
| 11. Biographical Sources | 12. Geographical Sources |

b) Electronic Sources: Databases, CDs, Online sources, Websites

4. Reference Services: **Marks: 16**

1. Supervision, Instruction, Guidance, Information, storage and retrieval, Bibliography, Evaluation

5. Computer in Libraries: **Marks: 16**

1. Introduction to computer
2. Component of computer
Hardware & Software
Input & out put devices

BOOKS RECOMMENDED

- 1 Anglo American Cataloguing Rules 2nd revised ed. New Delhi. Oxford & IBH Publishing, 1988
- 2 Brogan , G.E. and Buck , J.T. Using Libraries Effectively. California : Dickenson,1969.
- 3 Chan, Louis Mai. Cataloguing & Classification-an introduction. 2nd ed. New York. McGraw Hill, 1994
- 4 Dahl, Sevnd. History of the book. 2nd ed. Metuchen,N.J. Scarcrow Press
- 5 Dewey Decimal Classification. 2nd ed. Albany. Forest Press, 1989. 4 Vol.
- 6 Gates ,J.K. Guide to the use of Libraries and Information Science. N.Y. :Mc Graw Hill,1993.
- 7 Katz, W.A. Introduction to Reference Work. 7th ed. New York. McGraw Hill, 1997
- 8 Kochar, R.S. Principles & practice of Cataloguing. Delhi. Rajat Publications, 1998
- 9 Kumar, Girja & Kumar Krishan. Bibliography. New Delhi, Vikas Publishing House, 1979.
- 10 Kumar, Krishan. Reference Sciences.3rd ed. New Delhi. Vikas Publishing House, 1987
- 11 Langridge, D.W. Classification its kind, elements, Systems and applications. London. Bowker Saur, 1992.
- 12 Mahmood, Rana Sultan. Ibtedaii Library Science. Lahore: Book Talk, (n. d.)
- 13 Mann, M. Introduction to Cataloguing & Classification of books. Chicago Ala, 1971
- 14 Marcella, Rita & Newton, Robert. A new manual of Classification, Hampshire. Gower, 1994
- 15 Nair, R. R. Computer application to library and information services.- New Delhi: Cosmo Publications, 1998.
- 17 Nasim Fatima. Hawalajati Khidmaat. Karachi: Library Promotion Bureau, 1985.
- 18 17. Nasim Fatima and Samdani, Rais Ahmed. Jadid Library wa Itatalati Science (Urdu) / Karachi : Library Promotion Bureau, 1993.
- 20 Sajid Husain. Jadid Nizam-e-Kutub Khana. Lahore: Book Talk, (n.d.)
- 21 Samdani, R. A. Kutub Khaney Tarikh ke Roshni main. Karachi: Qamar Kitab Ghar.1977.
- 22 Samdani , R.A. Taleemi Library Science. For B.A.II. Karachi : Library Promotion Bureau,2000.
- 23 Samdani, , R.A. Nazari Library Science. For B.A. I. Karachi: Library promotion Bureau, 2000.
- 24 Wyner, B.S. Introduction to Cataloguing & Classification. 7th ed. Edited by Taylor, A.G. Colorado. Libraries Unlimited, 1985.

Note: Principals of colleges are requested to provide the listed reading materials to college librarians.

REVISED CURRICULUM MASTER OF LIBRARY AND INFORMATION SCIENCE

INTRODUCTION

A three days meeting of National Curriculum Revision Committee in the subject of Library and Information Science was held at University Grants Commission , Regional Office ,Karachi to review the curriculum of B.A. Library Science & Library And Information Science for MLIS, 1995. There were 14 participants from all over the Pakistan .

The committee had detailed discussions on some vital policy issues that might have lasting impacts on the development of Library and Information Science Education in Pakistan. A consensus was achieved through the deliberations which can be summarized as the basic rationale for the Master degree requirements and the prepared structure of course .

RATIONALE

1. Some basic core courses have been identified to develop essential competencies for any new professional in Library and Information Science.
2. In all, 6 courses are compulsory in M.L.I.S (Part I/ Previous)/PG-DLIS/BLIS and four compulsory and two optional courses (including many options in each course) have been designed to develop specialized skills in the area of interest of the individual student in M.L.I.S (Part II/ Final).
3. An emphasis has been placed to highlight the importance of application aspect of the Library Education in Pakistan. Practical assignments have been given sizeable weight in each course to achieve the goal of preparing library scientists for future libraries.
4. Participants also agreed that important changes are occurring in the field of library profession rapidly, therefore it is necessary that the core and elective courses need to be at the same level of internationally accepted standards.
5. It was unanimously agreed that libraries are the most important highways for the transmitting of knowledge and culture to the coming generation. Therefore it is necessary to include the discipline of information technology and information society in curricula.

OBJECTIVES

1. To create awareness of information and information technologies used in Library and Information Science in students.
2. To develop skills among students for the acquisition, organization, and dissemination of information and knowledge.
3. To develop an understanding among students about the properties of literature in the fields of Humanities, Social Sciences, Pure Sciences, Applied Sciences, Pakistan and Islam etc.
4. To inculcate skills among students about the methods of research and to promote problem oriented research in the field of Library and Information Science or related topics.
5. To develop an understanding among students to use information technology efficiently in information storage, data processing and retrieval services of a library or information center.
6. To develop competence among students for the automated management of libraries and information centers in Pakistan.
7. To develop skills for the production of media and material in the field of Library and Information Science.
8. To prepare students for planning and programming software products for their own and national benefits.
9. To develop competence among students for the marketing of information and information technologies in Pakistan.
10. To make the students aware of the future needs of libraries and information centers.

RECOMMENDATIONS

1. In order to maintain uniformity the Committee recommends that the nomenclature of each library school will be “ **Department of Library and Information Science**”
2. The Committee also recommends that the degree will be named as “ **Master of Library and Information Science (MLIS)**”.

3. In universities where a Post graduate diploma is awarded after one year it may be named as **Post Graduate Diploma in Library and Information Science(PGDLIS) or Bachelor of Library and Information Science(BLIS).**
4. The BLIS of Allama Iqbal Open University is not at par with BLIS of other universities of Pakistan. Therefore, the committee recommends that the AIOU should introduce B.A (Lib.Sc.) as an optional subject. It is also suggested that Post Graduate Diploma in Library and Information Science (PGDLIS) & Master of Library and Information Science (MLIS) Courses may be designed at par with the other universities in Pakistan.
5. The Chairpersons of the Departments of Library and Information Science may conduct meetings of their Boards of Studies in Library and Information Science to approve and implement the revised curriculum.
6. The Committee suggests the following requirements for the students to fulfill for the award of the degree of Master in Library and Information Science in annual system.
 1. Two years residency in the Department of Library and Information Science.
 2. Passing the 6 compulsory courses in M.L.I.S (Part I/ Previous)/PGDLIS/BLIS.
 3. Passing the 4 compulsory and 2 optional courses in M.L.I.S (Part II/ Final)
7. Each course will be of 100 marks ,and each student will pass 12 courses in all to get a degree of Master in Library and Information Science.

COURSES OFFERED

MLIS (Previous / PGDLIS) Part-I

1. Introduction to Library and Information Science
2. Collection Development and Bibliographical Control
3. Introduction to classification: theory and practice
4. Introduction to Cataloguing: theory and practice
5. Reference and Information Sources and Services
6. Management of Libraries & Information Centers

MLIS (Final) Part-II

Compulsory Courses

1. Research Methodology
2. Information Technology and Libraries
3. Advanced Technical Operations
4. Resource Sharing and Networking

.Specialized Courses:(Optional)

5.Information Sources:

(Note: This paper includes three options, the student has to opt. any one)

- a) Information Sources of Science and Technology.
- b) Information Sources of Humanities and Social Sciences.
- c) Information Sources of Islam and Pakistan.

6.

(Note: The student has to opt any one subject from this section)

1. Public Records, Rare and Archival Materials and Preservation.
2. Communication and Media Librarianship.
3. Serial Management.
4. Advanced Management Techniques and Operations.
5. Management of Information Systems (MIS)
6. Special Libraries
7. Health and Medical Sciences Libraries.
8. School Library Media Center
9. Academic Libraries
10. Public Libraries and Legislation.
11. Law Libraries
12. Agricultural Libraries
13. Marketing of Library Information Services.
14. Thesis and Viva Voce.

COURSE DESCRIPTIONS

(Note: In semester system courses may be divided into two parts if necessary)

MLIS (Previous/PGDLIS)BLIS

1. INTRODUCTION TO LIBRARY AND INFORMATION SCIENCE

Library

Development of Book from ancient to present; Brief history of alphabets; writing materials; Calligraphy; Binding and Illumination; Outlines of printing; Brief history of libraries in ancient, medieval and modern era with special reference to Muslim period and sub-continent; Development of library and Librarianship in Pakistan.

Information Science

Definition, meaning and scope of information science; Fundamentals of Information Technology (IT); Introduction to hardware and software; types of software; Information storage, retrieval and dissemination; Searching: Boolean operators; Basics of online searching and data telecommunications, CD-ROM, LAN, WAN, E-mail; Information society and libraries. Role of Information Technology in libraries.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

2. COLLECTION DEVELOPMENT AND BIBLIOGRAPHICAL CONTROL

Collection Development

Concepts and definitions of collection development; Type of collection; Principles, processes and sources of selection; selection problems; collection evaluation; collection development Policy and its formulation; acquisition; automated acquisition; weeding and write off materials: Impact of digital resources on collection development information policy; Copyright, protection of intellectual properties.

Bibliography, Bibliographical Control and Collection Development

Bibliography: Meaning definition and concept of bibliography; need and importance; historical development; types universal, national, subject ,

commercial, Bibliography inner form, enumerative, analytical or critical, historical, textual Bibliographical control at national level. prerequisite national bibliographical control ; preparation of bibliography; automated bibliographical control. UBC
Bibliographic data base, Bibliometrics

a) Bibliographical Organization, Webliography

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

3. INTRODUCTION TO CLASSIFICATION THEORY AND PRACTICE

Theory

Meaning and definition of classification; Brief history of classification schemes with special emphasis on the development during 19th and 20th centuries and Islamic period; Comparative study of major classification schemes. Study of classification schemes locally use; Study of DDC 20th and 21st editions; electronic DDC; Shafi expansions and others; Sear's list of subject headings.

Practice

Practice of DDC 20th and 21st Editions; Practice of Sear's list of subject headings latest edition.

Distribution of marks will be as under:

Theory	50 marks
Practical	50 marks

4. INTRODUCTION TO CATALOGING: THEORY AND PRACTICE

Theory

Meaning and definition of catalogue; Purpose and functions of catalogue; Form and kinds of catalogue Development of cataloguing codes and their limitations; shared and co-operating cataloguing, centralized cataloguing;

Practice

Descriptive cataloguing, books marks; comprehensive study of AACR-2R for monograph and serial publication; cataloguing of Pakistani and oriental names; practice of AACR-2R for monographs and serials.

Distribution of marks will be as under:

Theory	50 marks
Practical	50 marks

5. REFERENCE AND INFORMATION SOURCES AND SERVICES

Reference, Sources and Services

Definition and significance of reference, sources and services in a library , Information and research center; types of reference and information sources; process of information searching; review of important ready reference sources; use of machine-readable databases in reference and information services

Information Sources and services in a library.

CD-ROM applications in information services; management of reference and information sources and services, evaluation of reference & information services; user education; Bibliographic and information sources in Pakistan, study/major bibliographic & Information Sciences published and produced in Pakistan.

Distribution of marks will be as under:

Theory	80 marks
Practical:	20 marks

6. MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS

Management of Libraries

Meaning, definition and concept of management; Importance; development of management; planning, organizing, staffing, directing, coordinating, reporting and budgeting; principles of management; controlling; communication; leadership; management techniques in various types of libraries and information centers; management of human resources, financial and physical resources, library building, library statistics, stock taking

Management of Information Centers

Librarian as an information manager. Introduction to various sections of libraries; acquisition, technical, circulation and reference sections; their processing: application of function, principles and techniques of management in library and information centers; library personnel.

Distribution of marks will be as under:

Theory	80 marks
Practical:	20 marks

MLIS (Final)

1. RESEARCH METHODOLOGY (Compulsory)

Meaning, definition and concepts of research; role of library in research; characteristics of research; types of research; components of scientific methods; design of a research study: problem, hypothesis, data collection and analysis, literature searching; proposal development and report preparation; documentation; research methods: survey, historical, experimental; bibliometrics and other quantitative methods; use of statistics: measurement of central tendency and dispersion, frequency distribution, sampling methods; Hypothesis testing ; Evaluation of research report; bibliographical citation ;use of computer in research; research in librarianship with special reference to Pakistan.

An assignment on research proposal writing will be required, preferably related to Pakistani situation.

Distribution of marks will be as under:

Theory	80 marks
Preparation of research proposal	20 marks

2. INFORMATION TECHNOLOGY AND LIBRARIES (Compulsory)

Basic concepts: definition, need and importance of Information Technology; Information Policy; planning of Information Technology; Application and impact of Information Technology on libraries; Managing of Information Technology; Communication Technology; Technology challenges for Pakistani libraries; Present situation of Information Technology in the libraries of Pakistan and its future Prospects.

Basics of Library Automation, fundamental issues with special reference to Pakistan. Different automation approaches; in-house development, turnkey system; integrated system versus fragmented approach; Implementation and maintenance of automated system; system analysis and its evaluation.

Functional requirements of library operations; acquisition, cataloguing, circulation and serial control. Fundamentals of database and database structure, field, record and files etc. Searching and Sorting of a database; Selection and evaluation of a DBMS; Construction of a bibliographic database; designing of Web Pages; building of network; development of database in Pakistan.

Searching and information retrieval; use of Boolean operation in searching; formulation of search strategy; use of searching techniques; development of online retrieval services, conducting and searching from online system and databases i.e. CD ROM, DVD and Internet etc.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

3. ADVANCED TECHNICAL OPERATIONS
(Compulsory)

Advance Classification

Content Analysis: Principles and methods of subject analysis; subject headings; Classification systems: comparative study of major classification schemes like LC, UDC etc.

Universal Decimal Classification, Introduction, main features of the scheme, notation, symbols/Common auxiliaries; use of UDC, merits and demerits of the scheme; Library of Congress Classification scheme, Introduction, principles, structures and format of LCC, physical features, Divisions, Schedule/Class A-Z, Aids to use of LCC, Notation, Table and Index, Merits and demerits

Advance Cataloguing

Cataloguing of special materials, Cataloguing of serial publication, Cataloguing of manuscripts, Cataloguing of micro-graphic material, Cataloguing of Audio Visual material, Cataloguing of Government Publication, cataloguing process, Bibliographic Description: Standard bibliographic descriptions, ISBD, MARC, UNIMARC etc.; major tools and bibliographic utilities; Application of AACR-2R for specialized materials.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

4. RESOURCE SHARING AND NETWORKING
(Compulsory)

Resource Sharing in Libraries

Meaning, Definition, and concept of resource sharing, scope and importance in various types of libraries Pre-requisites of resource sharing, Functions of

Resource Sharing, Resource Sharing systems, study of some important resource sharing systems; resource sharing techniques. Advantages and disadvantages of Resource Sharing.

Networking in Libraries

Fundamental concepts of networking; types of networking (LAN, MAN, WAN, Intranet, Internet): basic data communication concepts; topology of networking, networking devices, network transport protocols, Various layers; CD-ROM based networks, networking and resource sharing in microcomputer environment. Resource Sharing and Networking in Pakistan

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

5. INFORMATION SOURCES (Optional)

a. Information Sources of Science & Technology

Theory

Domain of science and technology; organization of S & T research; information needs and information seeking patterns.

Principles and characteristics of special libraries and information centers; types of special libraries; current awareness services in special libraries; major S & T organizations and information centers and networks in Pakistan: their scope, services and unique capabilities.

Nature, scope and current trends in science and technology literature; importance of reference and serial collection in S & T libraries; problems relating to bibliographic organization; importance and linkage with major international information sources and services in the discipline; S & T related bibliographic, numeric and full text online and CD-ROM databases.

Practice

Preparation of a project report (brief description of the organization; its goal; justifications for the library, staff requirements; space; equipment; floor plan; special collections and services and budget, etc.) for the development of a new library in anyone area of S & T Institutions.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

b. Information Sources of Humanities and Social Sciences

Theory

Definition of Social Sciences; mapping of social science knowledge and literature; process of production, organization and dissemination of social science & literature; information seeking patterns of social scientist; important reference and bibliographic sources and services in social science literature; state of bibliographic control in social science literature; social science resources in Pakistan.

Practice

To understand information cycle and peculiarities of a particular social science discipline, each student shall be required to select one discipline and produce project report in that area, applying the above concepts.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

c. Information Sources of Islam and Pakistan

Domain of Islamic Sciences and Pakistan studies; mapping of Islamic literature and literature on Pakistan; generation, output and dissemination of literature on Islam and Pakistan; evaluation of resources on Islam and Pakistan; and organizations dealing with Islam; bibliographic control of literature on Islam and Pakistan; and, important bibliographic and indexing services on Islam and Pakistan.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

6. SPECIALIZED COURSES

(Note: Student has to opt one course from this section)

1. PUBLIC RECORDS, RARE AND ARCHIVAL MATERIALS

Definition, nature, scope and use; Federal and provincial government documents of international organization; organization of public records and documents; Selection and acquisition; Bibliographic Control of public documents, Rare, manuscript and archival materials in Pakistan; Private Collections; archival record management, organization, procurement, Conservation; relevant public Laws and Legislation with reference to Pakistan dealing with public records, rare and archival materials. The research value of public records, rare and Archival materials

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

2. COMMUNICATION & MEDIA LIBRARIANSHIP

Theories of communication; process of interpersonal and group communication; written communication: feasibility studies, instruction manuals, proposals, etc; how to develop a good presentation/seminar; bibliographic communication.

Nature and characteristics of AV and other non-print material; problems associated with acquisition, organization and use of multi-media materials; type and formats of microforms; equipment required to use different formats; comparison and economics of print, microform and computer products; services and production of AV and microforms; role of AV aids in dissemination of information with special reference to educational institutions/academic libraries.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

3. SERIAL MANAGEMENT

A. Serial Management:

Introduction, Definition, Concept Scope, Importance, Principles, Objectives and functions. Acquisition of Serials, Acquisition. Policy, methods and Procedures. Classification and cataloguing. AACR2, Indexing and Abstracting Preservation and Conservation Policy, methods and Procedure, Automation Systems. Bibliographical control. Problems of Serial management with special reference to Pakistan.

B. Indexing and abstracting:

Meaning, definition and importance of index and indexing; kind of indexes; study of some important indexes; indexing language, method and procedures; index preparation; meaning, definition and concept of abstracting; importance of abstracts and abstracting; kind of abstracts; abstracting methods and procedure; study of some important abstracts; bibliographic citations of abstracts; abstracts preparations.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

4. ADVANCED MANAGEMENT TECHNIQUES & OPERATIONS

Planning: approaches, process, strategies, models and techniques; planning of physical plant and facilities for a library. Evaluation: definition; criteria of evaluation; areas of evaluation; stock, services, availability and access, and operations; techniques of evaluation. Personnel Management: position classification; Job design; performance standards and evaluation; Staff training and development. Scientific Management techniques: Forms and Records; Work simplification of methods and techniques. Library Standards.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

5. MANAGEMENT OF INFORMATION SYSTEMS (MIS)

Introduction to Information System; People, organizations, system and management; System and models, management and decision making; Technology concepts, software fundamentals, file and data base processing, micro computer system, telecommunication; MIS in practice, transaction processing, office automation; Building MIS, requirements analysis, system design, system acquisition, implementation and maintenance, end-user computing and development; Management of MIS information system, security, computer crime, disaster recovery etc.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

6. SPECIAL LIBRARIES

Definition, objectives, types and role of special libraries and documentation centers in the dissemination of information; their special features and problems of management. Methods and techniques using comparative study of the provision of major special libraries in U.K., USA & Pakistan. Impact of technological development on special library services; types of special materials; problems of organizations and use.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

7. HEALTH SCIENCES AND MEDICAL LIBRARIES

Meaning, definition, concept and importance of medical libraries; functions; resources; current trends in health and medical library services; integration of library services with user communities; management of medical libraries; building; staffing; use of information technology; duties of librarians; health sciences and medical libraries in developing countries with reference to Pakistan. Modern developments on-line searching of medical databases with emphasis on MEDLINE and others. Virtual health and medical libraries. Problems and prospects of health and medical libraries in Pakistan.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

8. SCHOOL LIBRARY & MEDIA CENTER

a) School Libraries.

Study of the educational role of the school library media center, their administration, staffing, organizing, selection of library materials and media. Instruction in the use of books and media evaluation and use of Library and Media Center, Media production and marketing of information for children.

b) Library Service to Children

History and philosophy of library services to children according to the needs of the children in their physical, mental, social and emotional development; literature for children; Library services to children with special emphases on story

telling and special program; standards for library services to children in Pakistan.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

9. ACADEMIC LIBRARIES

a) College Libraries:

Meaning and definition, concepts, objectives, and functions of college library. Types of college libraries. College Library Resources: Financial resources, human resources, intellectual resources and physical resources. Library Services: technical services, reader services, extension services. Standard for college libraries with special emphasis to Pakistan. Users education. Integration of college library services with their educational program. Application of computer in college libraries.

b) University Libraries:

Meaning and definition, concepts, objectives, importance and functions of university libraries.

Library Resources: Financial resources, human resources, intellectual resources and physical resources. Management of University libraries. Library Services: technical services, reader services, extension services. Currents trends in university services. Resources sharing and net working in university libraries. Standards for university libraries with special reference to Pakistan.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

10. PUBLIC LIBRARIES AND LIBRARY LEGISLATION

The philosophy, principles and practice of public libraries based on UNESCO manifesto of public libraries with special reference to Pakistan. Definition and philosophy of public library, public library legislation, public library services to the community, extension/outreach services of a public library. The role of the public library, role in local development and services to adults and children (mass literacy), the role of public library as cultural center, public library as a service agency. Comparative study of the growth of public library systems in the U.K., U.S.A., India and Pakistan. Library resources; financial, human, material, physical. Extension Services of Public Library: lecturers, mobile libraries, box libraries, virtual public libraries.

Public Library Legislation its meaning, principles, contents, importance and practice with special reference to Pakistan. Development of public library systems as a national or provincial network. Library Authority, library cooperation. Standards for Public Libraries with special reference to Pakistan.

11. LAW LIBRARIES

Meaning, definition, concept and importance of law libraries; functions; resources; current trends in law library services; integration of library services with user communities; management of law libraries; building; staffing; use of information technology; duties of librarians; law libraries in developing countries with law reference to Pakistan. Standards for Law libraries in Pakistan; problems and prospects.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

12. AGRICULTURAL LIBRARIES

Meaning, definition, concept and importance of agricultural libraries; functions; resources; current trends in agricultural library services; extension services, integration of library services with user communities; management of agricultural libraries; building; staffing; use of information technology; duties of librarians; agricultural libraries in developing countries with reference to Pakistan. Standards for agricultural libraries. Problems and prospects.

Distribution of marks will be as under:

Theory	80 marks
Practical	20 marks

13. MARKETING OF LIBRARY INFORMATION SERVICES

Library Marketing: Introduction to library marketing, need of library marketing, libraries and literacy campaign. significance of library marketing of Pakistan, Corporate Identity: Corporate identity and corporate image, corporate mission, mission statement, goals and objectives, targets Customers and their needs. Developing marketing plan for the library: presenting the benefits of the library users in an attractive way, Environmental situation, Segmenting the market: (demand, competition, customers decision making process. Marketing Products: Priority of the products, price, place and promotion and benefits of the library, market research, primary and secondary information groups, user surveys and

key dynamics of the marketing process, identifying problems and results opportunities. Library Corporate Set-up: Position of the library of the corporate set-up, customers satisfaction, assessment of the current positioning, concept of product life cycle as applied to libraries.

Marketing Tactics: Pros and cons of library marketing tactics, public relations advertising, outreach price, public service spot in the rural and under privileged areas. SWOT (Strength, Weaknesses, Opportunities and Threats) Analysis: Strength, Weaknesses, Opportunities, Threats facing libraries in Pakistan. Electronic Media in Library Marketing: Promotion of Educational Videos, Audios, Cassettes, Software, folk music, cultural heritage, internet.

Distribution of marks will be as under:

Theory	80 marks
Assignment	20 marks

14. THESIS AND VIVA VOCE

Thesis should preferably deal with a problem in Pakistani context. Compilation of bibliographies, histories of individuals or organizations, narration of events or descriptive accounts may not be accepted for thesis research.

Distribution of marks will be as under:

Thesis writing and Viva Voce	100 marks
Final and corrected list	

RECOMMENDED READINGS

(Teachers are requested to recommend books, journals and websites where necessary)

MLIS (Part I/ Previous)/PG-DLIS/BLIS

1) INTRODUCTION TO LIBRARY AND INFORMATION SCIENCE

1. Adams, R.J. Information Technology & Libraries: a future for Academic Libraries. London: Croom Helm, 1986.
2. Allen, Agnes. The Story of the book.- London: Faber & Faber, 1969.
3. Chishti, Dr Abdul Haleem. Islami Kutub Khanay. Karachi: Al-Faisal, 1998.
4. Coulmas, Florian. The Writing Systems of the World. Oxford: Blackwell, 1991.
5. Dahl, Svend. History of the book. 2nd ed. Metuchen, N.J. Scarecrow Press, 1968.
6. Elynn, R.R. An Introduction to Information Science. New York: Dekker, 1987
7. Feather, Johan. Presentation and the Management of Library Collections.- 2nd. Ed.- London: Library Association, 1996.
8. Fosdick, H. Computer Basics for Librarians and Information Specialist. Arlington: Information Resources Press, 1981.
9. Gates, Jean Key. Guide to the use of Libraries and Information.- 6th. Ed.- New York: MacGraw Hill, 1989.
10. Harley, E. S and Hampden T. Books from Papyrus to Paperback.- London: Methuen, 1964.
11. Hessel, Alfred. A History of Libraries. tr. with Supplementary Material by Reuben Peiss. New Brunswick: N.J. Scarecrow Press, 1965.
12. Harris, Michael Age and Johnson, Elmer P. History of Libraries in the Western World. 4th. ed. - N.J.: Scarecrow Press, 1999.
13. Khan, Muhammad Fazil. Kutub Khanoon ki Tarikh: Ahed-e- Qadim see ahed-e-Mughlia tak.- Multan: Bacon Books, 1988.
14. Marshall, D. M. History of Libraries: ancient and medieval.- New Delhi: Oxford and IBH Publishing , 1983.
15. Samdani, Rais Ahmed. Kutubkhanee Tarikh ki Roshni Main.- Karachi: Qamar Kitab Ghar, 1977.
16. Singh, Surrendra. Trends in Library and Information Science. New Delhi: Gyan Publications, 2000.
17. Toward Foundations of Information Science. Edited by Heilprin, L.B. White Plains: Knowledge Industry, 1985.
18. Rowley, J. The Electronic Library. London: Library Association, 1998.
19. Udd, L. An Introduction to Computer-Based Library Systems.- 2nd ed.- New York: Wiley, 1984.

20. Zubair, Al-Haj Muhammad. Islami Kutub khany.- Karachi; H.M. Saeed, 1978.

2. COLLECTION DEVELOPMENT AND BIBLIOGRAPHICAL CONTROL

1. Curley, A. and D. Broderick. Building Library Collections. 6th ed. Metuchen: Scarecrow Press, 1985.
2. Davinson, Donald. Bibliographic Control. London: Clive Bingley, 1975.
3. Evans, G.E. Developing Library and Information Center Collections. 2nd. ed. Littleton: Libraries Unlimited, 1987.
4. Gardner, R.K. Library Collections: Their Origin, Selection, and Development. New York: McGraw-Hill, 1981.
5. Hall, B.H. Collection Assessment Manual for College and University Libraries. Phoenix: Oryx Press, 1985.
6. International Encyclopedia of Library Development/ Ed. By M. A. Khan. - New Delhi: Cosmo Publications, 1998.
7. Kumar, G and Kumar, K. Bibliography. New Delhi: Vikas Publishing House, 1979.
8. Magrill, R. Acquisitions Management and Collection Development in Libraries. Chicago: American Library Association, 1984.
9. Nasim Fatima and Samdani, Rais Ahmed. Jadid Library wa Ittalaati Science (Urdu) / I Karachi : Library Promotion Bureau, 1993,
10. Nisonger, Thomas E. Collection Evaluation and Information Science. New Delhi: Gyan Publishing House, 2000.
11. Nisonger, Thomas E. Collection Evaluation in Academic Libraries: an annotated bibliography.- Colorado: Libraries Un-Limited, 1992.
12. Robinson, A.M. Lowin. Systematic Bibliography. 4th ed. London: Clive Bingley, 1979.
13. Samdani, Rais Ahmed and Khalid Mahmood. Periodical Literature in Library and Information Science: an Index of 50 Years Works in Pakistan (1947-1997)/ Karachi: Pakistan Bibliographical Working Group, 1999
Web Version available on
<http://www.angelfire.com/ma3/mahmoodkhalid>
14. Samdani, Rais Ahmed. ed., Akhtar H. Siddiqui: a bio-bibliographical study/Karachi: Pakistan Bibliographical Working Group, 1995, 79p: (ISBN: 9969-8170-02-2)
15. Siddiqui, Akhtar H. & Nasim Fatima. Bibliographical Services Resources published in Pakistan. - Karachi: Library Promotion Bureau, 1993.
16. Singh, Surendra. Trends in library and information Science. - New Delhi: Gyan Publishing House, 2000.
17. Sui, H. Lee. Access Resource Sharing and Collection Development. 1997.

18. Stevens, N.D. A Guide to Collecting Librarian. Metuchen: Scarecrow, 1986.
19. UNESCO. Bibliographical Services Throughout the World. Paris: UNESCO, Latest.
20. UNESCO. Guide to National Bibliographical Information Centers. 3rd Edition. Paris: UNESCO, 1970.
21. Universal Bibliographical Control: A long Term Policy, a plan for action. New York: Saur, 1974.
22. Usmani, Muhammad Adil. Bibliographical Services throughout Pakistan. 2nd. Ed.-. Karachi: Library Promotion Bureau, 1981.
23. Wynar, Bohdan, D. Introduction to Bibliography and Reference Work. Littleton: Libraries Unlimited, 1967.

3. INTRODUCTION TO CLASSIFICATION THEORY AND PRACTICE

1. Batty, David. An Introduction to Dewey Decimal Classification DDC-19. New York: Saur, 1980.
2. Dewey Decimal Classification and Relative Index. 19th ed. New York: Forest Press, 1980.
3. Dewey Decimal Classification. 20th ed. Albany: Forest Press, 1989. 4 vols.
4. Electronic Dewey. DDC 20 Introduction. Dublin: Forest Press, 1989. CD. OCLC, 1994.
5. Khan, J.K. Handbook of Library Classification Systems. New Delhi: Beacon Books, 1996.
6. Kumr, Krishan. Theory of Classification.- New Delhi: Vikas Publishing House, 1997.
7. Lang ridge, D.W. Classification its kinds, elements, systems and applications. London: Bowker Saur, 1992.
8. Mahmud-ul-Hasan. Classification Table for Literature on Pakistan (History etc). Developed on the Basis of the 18th edition of Dewey Decimal Classification. (Revised & up to date 1985) Islamabad: Allama Iqbal Open University, 1985.
9. Marcella, Rita & Newton, Robert. A new manual of classification. Hampshire: Gower, 1994.
10. Phillips, W.Howard. Primer of Book Classification. 4th ed. London: Association of Assistant Librarians, 1961.
11. Ranganathan, S. R. Philosophy of library classification.- Bangalore: Endowment for Library Science, 1989.
12. Sardar, Ziauddin. Islam: Outline of a Classification Scheme. New York: Saur, 1979.
13. Sayers, W.C.R. Manual of Classification for Librarians. 4th. rev. ed. by A. Maltby. London: Deutsch, 1967.
14. Sears List of Subject Headings. Edited by Berleama M. Westby.- 17th ed. New York: H.W. Wilson, 2000.

15. Shafi, Muhammad. Expansion of Dewey Decimal Classification Relating to Oriental Topics. Karachi: Department of Library Science, University of Karachi, 1962. (Rev. ed. in Urdu, Shafi Esha'ayi Taqsim Baraye Islam... ed. by Anis Khurshid. Karachi: Royal Book., 1977.
16. Thomas, Alan R. Classification Options & Opportunities. New York: The Haworth Press, 1995.

4. INTRODUCTION TO CATALOGUING THEORY AND PRACTICE

1. ALA Rules for filing Catalog Cards. 2nd ed. edited by Seely, P.A. Chicago: American Library Association, latest Ed.
2. Anglo-American Cataloguing Rules, (AACR-2R) ALA, 1988.
3. Anglo American Cataloguing rules. 2nd ed. Revision, New Delhi: Oxford & IBH Publishing, 1988.
4. Anis Khurshid. Cataloguing of Pakistani Names. Revised Edition. Karachi: BCCT, University of Karachi, 1997.
5. Bernal, S. Cataloguing of Special Materials. S. Phoenix: Oryx, 1995.
6. Chapman, Liz. How to catalogue: A Practical Handbook using AACR2 and Library of Congress 2nd Edition. New Delhi: UBS Publishers, 1990*
7. Gorman, Michael. The concise AACR2 being a rewritten and simplified version of Anglo American Cataloguing Rules 2nd edition. Chicago: ALA, 1981.
8. Hofman, Paul. Destination Internet and world wide web.- Chicago: IDG Book Worldwide Inc, 1995.
9. Hunter, Eric. AACR2: An Introduction. New York: Saur, 1979.
10. Kao, Liu. Cataloguing and Classification for Library Technicians. - New York: The Haworth Press, 1995.
11. Khan, M. A. Cataloguing and Library Automation. New Delhi: COSMO Publications, 1999
12. Kochar, R.S., Principles and Practices of Cataloguing. Delhi: Rajat Publications, 1998.
13. Liaquat Ali, Syed . Practical Cataloguing Note Book: for the students of library and information science, Peshawar: Department of Library And Information Science, University of Peshawar, 1996
14. Mann, M. Introduction to cataloguing and classification of books. Chicago: ALA, 1971.
15. Muhammad Riaz. Cataloguing theory and practice.- Lahore: Nadeem Book House, 1995.
16. Olding, R.K. Readings in Library Cataloguing. London: Lockwood, 1966.
17. Panda, B.D. The Pleasure of Cataloguing in a Public Library. New Delhi: Anmol Publications, 1999
18. Wynar, B.S. Introduction to Cataloguing and Classification. 7th ed. edited by Taylor, A.G. Colorado: Libraries Unlimited, 1985.

5. REFERENCE AND INFORMATION SOURCES AND SERVICES

1. Bibliographic Instruction: The Second Generation. Edited by Mellon, C.A. Littleton: Libraries Unlimited, 1987.
2. Buckland, M.K. Library Services in Theory & Context. 2nd. ed.- H. J. Pergamon, 1988.
3. Clair, Guy St. Customer Service in the Information Environment. London: Bowker Saur, 1993.
4. Fialbrant, N. and I. Malley. User Education in Libraries. 2nd ed. London: Clive Bingley, 1984.
5. Gates, Jean Key. Guide to the use of libraries and information sources. 6th edition. New York: McGraw Hill, 1989.
6. Jennerich, E.Z. The Reference Interview as a Creative Art. Littleton: Libraries Unlimited, 1987.
7. Katz, W.A. Introduction to Reference Work. 7th Ed. New York: McGraw-Hill, 1997.
8. Kumar, Krishan. Reference services. 3rd edition. New Delhi: Vikas Publishing House, 1987.
9. Low, Kathleen. The Role of Reference Libraries. New York: The Haworth Press, 1996.
10. Owen, Tim. Success at the enquiry desk: Successful enquiry answering every time. London: Library Association Publishing, 1996.
11. Practical Current Awareness Services from Libraries. Edited by Whitehall, T. Aldershot: Gower, 1986.
12. Reference and Online Services Handbook: Guideline, Policies and Procedures for Librarians. Edited by Katz, B. New York: Neal-Schumann, 1986.
13. Wellford's Guide to Reference Material. 4th ed. edited by Wellford, A.J. London: Library Association, 1980-82.
14. Guide to reference books. Edited by E. P. Sheekhy. 10th ed. Chicago: ALA, 1986.

6. MANAGEMENT OF LIBRARY AND INFORMATION CENTER

1. Allan. Developing information and Library Staff Through Learning 101 activities. London: Library Association Publishing, 1999.
2. Bryson, Jo. Effective Library and Information Center Management, 1996.
3. DeWitt, M.K. Planning Academic and Research Library Buildings. 2nd ed. edited by Leighton, P.D. and D.C. Weber Chicago: American Library Association, 1986.
4. Evans, G.E. Management Techniques for Librarians, 2nd ed.- New York: Academic Press, latest ed.

5. Jordan, Peter: Staff Management in Library and Information Work. 3rd ed. Hampshire: Gower, 1996.
6. Khanna, J.K. Advances in Librarianship. New Delhi: Ess Publications, 1985.
7. Kochar, R.S. and Sudarshan, K.N. Theories and principles of librarianship. New Delhi: APH Publishing, 1997.
8. Management Strategies for Libraries: A Basic Reader. Edited by Lynch, B.P. New York: Neal-Schuman, 1985.
9. Millal, R.L. Library Administration: Theory and Practice. 5th ed. New Delhi: Metropolitan Book Corporation, 1989.
10. Panwar, B.S. Library Management. New Delhi: B.R. Publishing Corporation, 1986.
11. Prytherch, Ray. Handbook of Library Training Practice. 2 Vols. Hampshire: Gower, 1996.
12. Ramsey, I.L. Library Planning and Budgeting. New York: Watta, 1986.
13. Rizzo, John R. Management for Librarians: Fundamentals and Issues, Green Wood, 1980.
14. Stueart, R.D. Library Management. 3rd ed. Littleton: Libraries Unlimited, 1987.
15. Stuert, Robert D. Library and Information Centre Management.- 4th. ed.- Colorado: Libraries Unlimited, 1993.

MLIS Part II/MLIS

A) COMPULSORY COURSES

1. RESEARCH METHODOLOGY

1. Bell, Judith. Doing your research project: A guide for first time researchers in education and social science. New Delhi: Viva Books, 1999.
2. Best, John W. Research in education. 7th ed. New Jersey: Prentice Hall, 1998.
3. Busha, C.H. and S.P. Harter. Research Methods in Librarianship: Techniques and Interpretation. New York: Academic Press, 1980.
4. Forrester, W. H and Rowlands, J. L. The Online Searcher's Companion. London: Library Association Publishing, 2000.
5. Line, M.B. Library Surveys: An Introduction to Their Use,, Planning Procedure and Presentation. London: Bingley, 1969.
6. Moore, Niek. How to do Research: the complete guide to designing and managing research projects. London: Library Association Publishing, 2000.
7. Powell, R.R. Basic Research Methods for Librarians. Norwood: Ablex, 1985.
8. Rizvi, Syed Jamil. Library Science aur Usool-e-Tahqiq.- 2nd. Ed.- Islamabad, Muqtadra Qaumi Zaban, 1992.
9. Seetharama, S {ed}. Current Research in Library and Information Science. Jaipur: RBSA, 1993.
10. Simpson, I.S. Basic Statistics for Librarians. 3rd ed. London: Clive Bingley, 1988.
11. Thomas, M. A. Guide to Library Research Methods. New York: Oxford University Press, 1987.
12. Turabian, Kate L. A Manual for Writers of Terms Papers, Theses, and Dissertations. (latest ed.) Chicago: The University Press, 1961
13. Verma, R. K. Research methodology. New York: Commonwealth Publishers, 1989.

2. INFORMATION TECHNOLOGY AND LIBRARIES

1. A Glossary of Computing Terms.- edited by Arnol Budett and others.- 8th. ed.- England: The British Computer Society, 1995.
2. Advances in Library Automation and Networking: a Research Annual. edited by Hewitt, J.A. Greenwich: JAI Press, 1987.
3. Boss, H. Information Science.- New Delhi: Sterling Publishers, 1986.
4. Boss, R. Library Manager's Guide to Automation. 2nd ed. Boston: G.K. Hall, 1984.
5. Chand, K. Current Trends in Information Technology.- New Delhi: Batra Book Service, 1993.
6. Chopra, H. S. Library Information Technology in Modern era.- Delhi: commonwealth, 1999.
7. Dewey, P.R. 101 Software Packages for Use in Your Library: Descriptions, Evaluations and practical Advice. Chicago: American Library Association, 1987.
8. Elshami: A CD-ROM Technology for Information Managers.1990. ISBN.0-8389-0523-4.
9. Fisher, Sharon and Tidrow, Rof. Riding the Internet Highway.- deluxe ed.- (includes Disk) Indianapolis: New Riders Publishing, 1994.
10. Garlock, Kristen L and Piontesk, Sherry. Designing Web Interfaces to Library Services and Resources. Chicago: ALA, 1999.
11. Habraken, Joe. The Big Basic Book of the Internet.- 2nd. Ed.- Que Education & Training 1997.
12. Harter, S. P. Online Information Retrieval: Concepts, Principles, and Techniques. Orlando: Academic Press, 1986.
13. Kanshyap, Madn Mohan. Computer Based Library Information Systems Designing Techniques.- New Delhi: Sterling Publishers, 1999.
14. Kashyap, M. M. Database System Design and Development.- New Delhi: Sterling Publisheer, 1999.
15. Kaul, H. K. (ed). Library and information networking.-New Delhi: Delhi Library Network, 1999.
16. Kennedy, Shirley Dnglin. Best Bet Internet: Reference and Research When You Don't Have Time to Mess Around.Chicago: ALA, 1997.
17. Khalid Mahmood. Information Technology in Libraries: a Pakistani Perspective.- Lahore: Pak Book Corporation, 1998.
18. Kimber, Richard T. Automation in Libraries. 2nd ed. New York: Pergamon Press, 1974.
19. Lancaster, F.W. Information Retrieval System: Characteristics, Testing and Evaluation. 2nd ed. New York: Wiley, 1979.
20. Leon, Alexis. Internet for Everyone.- New delhi: leon Press, Chennai and Vikas Publishing House, 1997.

21. Leon, Alexis. Internet in a nut shell.- New Delhi: Leon Press, Chennai and Vikas Publishing, 1998.
22. Lovecy, Lane. Automating Library Procedure. a Survivor's Handbook. London: Library Association, 1981.
23. Mahapatra, Piyushkanti. The Computer in Library Service.- Calcutta: The World Press, 1985.
24. Marlene, C. Managing Library Automation. Brookfield: Gower, 1987.
25. Morris, Anne. Human Aspects of Library Automation.- Brookfield: Gower Publishing, 1998.
26. Muhammad Riaz. Library automation: An introductory text. Islamabad; EBSCO Subscription Services, 1991.
27. Nair, R. R. Computer Application to Library and Information Services.- New Delhi: Cosmo Publications, 1998.
28. Palmer, R.C. Online Reference and Information Retrieval. 2nd ed. Littleton: Libraries Unlimited, 1987.
29. Pao, M.L. Concepts in Information Retrieval. Littleton: Libraries Unlimited, 1989.
30. Poulter, and Sent. The Library and Information Professional's Guide to the World Wide Web. London: Library Association Publishing, 1999.
31. Reynolds, Dennis. Library Automation: issues and applications. New York: Bowker, 1985.
32. Rice, J. Introduction to Library Automation. Colorado: Libraries Unlimited, 1984.
33. Sachs, David and Stair, Henry. Hands – on Internet. New Jersey: PTR Prentice Hall, 1994.
34. Saffady, W. Introduction to Automation for Librarians. Chicago: American Library Association, 1983.
35. Satyanarayana. Information Technology: Issues and Trends, 2 vols.- New Delhi: OSMO Publications, 1998.

3. ADVANCED TECHNICAL OPERATIONS

1. Anglo American Cataloguing Rules. 2nd ed. Edited by Michael Gorman and Pual W. Winkler. Chicago: ALA, 1978. Relevant Chapters. Revised edition, 1988.
2. Berman, Safferd. Ed. Cataloguing.- New York: Haworth, 1984.
3. Berman, Saffered. Ctaloguing of Special Materials. Phoen'x: Oryscs, 1995.
4. British Standard Institute. Universal Deceimal Classification.- Abridged English 3rd.ed.- Edition.- London: BSI, 1967.
5. Daily, J.E. Cataloguing of Phonorecordings; problems and possibilities. New York: Marcel Dekker, 1975.
6. Daily, Jay E. Organizing non-print material. 2nd ed. New York: Marcel Dekker, 1986.
7. Fleischer, Eugene and Helen Goodman. Cataloguing Audio-visual Materials a Manual based on the Anglo American Cataloguing Rules II. New York: Neal Schuman, 1980.

8. Foskett, A. C. The Universal Decimal Classification. London: Bingley, 1973.
9. Holzberlion, Deanne. Computer Software Cataloguing: Techniques and Examples. New York: The Haworth Press, 1986.
10. Library of Congress Classification. In., Encyclopedia of Literature and Information Science. Vol. 15. pp: 93-141.
11. Muhammad Riaz. A Manual Practical Cataloguing.- Lahore: Qadriya Books, 1989.
12. Weihs Jean Riddle. Non-Book Materials. The Organization of Integrated Collection. 2nd ed. Chicago: ALA, 1980.
13. Nasim Fatima. Urdu Makhtutat ki Catalogusazi Mayarbani: (Ph.d. thesis). Karachi: Library Promotion Bureau, 2000.
14. Sabzwari, Ghaniul Akram. Library of Congress Darjabandi Scheme: Number Bananee kay Tariqee. Karachi: Library Promotion bureau, 1991.
15. Thomas, Alan R. Classification: Options and opportunities. New York: The Haworth Press, 1995.

4. RESOURCE SHARING AND NETWORKING

1. Advances in Library automation and networking: a research annual. edited by J.A. Hewitt.- Greenwich: TAI Press, 1987.
2. Anis Khurshid. State of Library Resources in Pakistan. Lahore: Students Services, 1982.
3. Baker, Shirley K. The Future of Resource Sharing. New York: The Haworth Press, 1995.
4. Ballard, Thomas H. The Failure of Resource Sharing in Public Libraries and Alternative Strategies for Service. Chicago: ALA, 1986.
5. Kaul, H. K. Library and Information Networking. New Delhi: Ess Ess Publications, 1992.
6. Kemper, M. Networking: Choosing a LAN Path to Interconnection. Metuchen: Scarecrow, 1987.
7. Keogh, Jim. Core MCSE: Networking Essentials.- London; Prentic Hall, 1998.
8. Kent, Allen. Resource Sharing in Libraries: New York: Marcel Dekker, 1977.
9. Khalid, H.M. Cooperation and Networking in university libraries: a model for initiation and implementation in countries with less developed systems. (PhD) Thesis. Manchester Metropolitan University, 1997.
10. Lee, H.W. Sharing Information Resources through Computer Assisted Systems and Networks: in Resource Sharing of Libraries in Developing Countries. Muchen: K.G. Saur, 1992.
11. MacDougall, Allan F. [ed]. Handbook of Library Cooperation. Hants: Gower, 1991.
12. Manheimer, M.L. OCLC: an Introduction to Searching and Input. New York: Neal Schuman, 1986.

13. Rouse, William B. and Rouse, Sandra H. Management of Library Networks: Policy Analysis, Implementation and Control. New York: John Wiley, 1980.
14. Swell, B.H. Resource Sharing in Developing Countries. London: Andre Deutsch, 1981.
15. Telecommunication Networks: Issues and Trends. Ed. by Mel Jacob. White Plains: Knowledge Industry for the American Society, 1986.
16. Wynar, B.S. & Taylor, A.G. "Online Bibliographic Network". an Introduction to Cataloguing and Classification. 7th ed. Colorado: Libraries Unlimited, 1985.

OPTIONAL COURSES

5. INFORMATION SOURCES

5. (A) INFORMATION SOURCES OF SCIENCE AND TECHNOLOGY

1. Encyclopedia of Science & Technology. New York. McGraw Hill, 1960.
2. Global Books in Print Plus. London: Bowker Electronic Publications, 2000.
3. Grogan, D.J. Science and Technology: an Introduction to the Literature. 4th ed. London: Bingley, 1982.
4. Gould, C. and Pearee. K. Research needs in the Sciences: an assessment. Mountain View C. A: Research Libraries Group, 1991.
5. Hurt, C.D. Information Sources in Science and Technology. Littleton: Libraries Unlimited, 1988.
6. Information Sources in Agriculture and Food Science. edited by Lilley, G.P. London: Butterworths, 1981.
7. Jenkins, F.B. Science Reference Sources. 4th ed. Campaign- Ill: Book Stone, 1996.
8. Katz, William A. An Introduction to Reference Work Vol. 2. New York: McGraw Hill, 1997.
9. Owen, P. B. and others. Abstracts and Indexes in Science and Technology: a descriptive guide. Metuchen: Scarecrow Press, 1974.
10. Passmann, Sidney. Scientific and technological communication. Oxford: Pergamon, 1969.
11. Pruett, N.J. Scientific and Technical Libraries. Orlando: Academic Press, 1986.
12. Stankus, Tony. Electronic Expectations: Science Journals on the Web. V 18. New York: The Haworth Press, 1999.
13. Stainlle, Cynthia. Instruction for information access in science and technology libraries. New York: Haworth Press, 1993.
14. Walford, A.J. Guide to Reference Material. ed. by Alan Daly. 7th. ed.-Lodon: Library Association, 1988.

5. (B) INFORMATION SOURCES OF HUMANITIES AND SOCIAL SCIENCES

1. Barrington, G. How to find out social sciences. Oxford: Pergamon Press, 1967.
2. Encyclopedia of Social Sciences. New York: McMillan, 1968
3. Encyclopedia of Humanities and Social Sciences. Ed by S.S. Shashi. New Delhi: Ahmad Publications, 1992.
4. Fay, Brian. Contemporary Philosophy of Social Sciences: A Multimedia Approach. Oxford: Blackwell, 1996.
5. Freides, Thelma. Literature and Bibliography of the Social Sciences. Los Angeles: Melville Publishing, latest ed.
6. Heselitz, P.F. Reader's Guide to Social Sciences. New York: Free Press, 1960.
7. Lavin, M.R. Business Information: How to Find It, How to Use it. Phoenix: Oryx, 1987.
8. Lewis, P.R. The Literature of the Social Sciences; an introductory Survey and Guide. London: The Library Association, 1960.
9. Manual of Business Library Practice. 2nd ed. edited by Campbell, M.J. London: Bingley, 1985.
10. Manual of Law Librarianship: The Use and Organization of Legal Literature. 2nd ed. edited by Moys, E.M. Boston: G.K. Hall, 1987.
11. Prytherch, Ray. Information Management and Library Science: a guide to the literature. Hampshire: Gower, 1994.
12. Salvendy, Thomas P. The Retrieval of Information in Social Sciences and Humanities. New York: Marcel Dekker, 1996.
13. Whittaker: Guide to Reference Material. edited by Alan Daly. London: Library Association, 1998.
14. White, Carl M. ed al. Sources of Information in Social Sciences: a guide to the literature. Chicago: ALA, latest ed.

5. (C) INFORMATION SOURCES OF ISLAM & PAKISTAN

1. Aziz, K.K. The Historical Background of Pakistan. 1857-1947. An annotated digest of source material. Karachi: Pakistan Institute of International Affairs, 1970.
2. Global Books in Print Plus. London: Bowker Electronic Publications, 2000.
3. Grim, Wood, Johns Diana et al. Arab Islamic Bibliography. Sussex: Harvester Press, latest ed.
4. Hopwood, Derek and Grim Wood and Johns Diana. Middle East and Islam: a Bibliographical Introduction. New York: International Publications Service, 1972.
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RECOMMENDATIONS

The Committee has observed that implementation of this curriculum will bring the desired results if the minimum requirements for its introduction are met. The Committee has spelled out these requirements as follows:

1. TEACHERS TRAINING

- **Library Automation Training**
(By UGC or Universities)
- **Management Training**
At suitable time during the year.
- **Conservation and Preservation Training**
(2 weeks Training) at Department of Archives, Islamabad at any suitable time during the year
- **Workshop On Cataloguing and Classification**

1 weeks to be held once at LCSH – USMARC
UGC
DDC

AACR2R – Sears list E-DDC

2. EQUIPMENT REQUIREMENT IN EACH DEPARTMENT

* COMPUTER LAB

30 PCs	Vinyl Flooring
Multimedia Projector	Table/Chairs (Furniture)
Overhead Projectors	LAN System
Air conditioners	Tape backup
Heaters	Internet / e-mail
	Direct Telephone

* AUDIO VISUAL LAB

Audio Cassettes	Cartographic Materials
Video Cassettes	Realia
VCR / TV	Diorama
Tape recorder	Movie projector
Fax machine	Slide Projector
Floppy and CDs	CD Writer

- * **LIBRARY TOOLS REFERENCE MATERIAL**
LCSH (10)
DDC (10) sets
AACR2R (10)
SEARS LIST (10)
Handbooks (5)
Encyclopedia of Library & Information Science
Thesaurus
E-DDC L.C. classification Scheme= C.D.

- * **TEXT BOOKS / Journals**

Textbooks

Local Journals

(5 titles)

- Pakistani Librarian
- Pakistan Library Bulletin

International Journals

(5 titles)

- Library Journal
- International Library and Information Science Review

Note: Membership of IFLA is compulsory for all Departments and to be sponsored by the UGC

APPRECIATION

The Committee has passed a vote of thanks to the UGC and its Chairman, for providing us the opportunity to engage in this important professional undertaking. The Committee was provided the best facilities and logistic support, which made this exercise an enjoyable and useful experience.

Prof. Dr. M. Fazil Khan
Secretary

Prof. Dr. Nasim Fatima
Chairperson