Certificate
in
Library and Information Science

Assignments
For January 2023 and July 2023 Sessions

Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

DATES FOR SUBMISSION OF ASSIGNMENTS

FOR JANUARY SESSION   **31ᵗʰ March 2023**

FOR JULY SESSION   **30ᵗʰ September 2023**

WHERE TO SUBMIT THE ASSIGNMENTS

**Kindly submit your assignments at the
concerned Study Centre within the due
dates as mentioned above**

CONTENTS

INSTRUCTIONS FOR ASSIGNMENTS:

1) As part of CLIS Programme, each candidate has to do one assignment each in all the courses.

2) Assignments carry 30% weightage in the continuous evaluation of a course. The Term End Examination carries 70% weightage. Hence, the marks/grade you get in your assignments will be counted in your final result. Candidates are, therefore, advised to take assignments seriously, complete and submit them in time.

3) You must remember that assignments are compulsory. You will not be allowed to appear for the Term End Examination for a course if you do not submit the specified number of assignments and complete the practical in time for that course.

Instructions for Tutor Marked Assignments:

1) *The validity of the assignment is ONE YEAR. Those who take admission in January session or July session have to attempt the assignments of that session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of January 2021 session fails to submit her/his assignments till 30th September 2021, s/he will have to attempt the fresh assignments of January 2022 session). Similarly, those who take admission in July session have to attempt the assignments of July session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent July session (e.g. if a student of July 2021 session fails to submit her/his assignments till 31st March 2022, s/he will have to attempt the fresh assignments of July 2012 session).*

2) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right-hand corner of the first page of your answer sheet.

3) Write the Programme Title/ Code, Course Title/Code, Assignment Number and Name and Code of the Study Centre on the left-hand corner of the first page of your answer sheet.

The top of the first page of your answer sheet for each assignment should be as follows:

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│                                                                       │
│  Programme Title …………………..  Enrolment No. …………………………..          │
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│  Course Code & Title…………………… Name      …………………………..               │
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│  Assignment Number …………………  Address    …………………………..               │
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│  Study Centre (Code)..............................  …………………………..    │
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│  Study Centre …………...……………..            ........................................  │
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4)   Your answer sheet should be complete in all respects. Make sure you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grades/marks.

5)   Do not just reproduce your answers from the units. If you reproduce from units, you will get a Zero.

6)   Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.

7)   Typed and computer print assignment are not permissible.

8)   Use only fullscape size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.

9)   Leave 3" margin on the left and atlest 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments in appropriate places. Write question number with each answer.

10)   The evaluated assignment will be returned to you by the Coordinator of your Study Centre. This will also include a copy of assignment sheet containing global comments of the evaluator on your performance in the assignment. This will enable you to improve in your future assignments as well as the Term End Examinations.

11)   The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

BLII-011: Libraries: An Introduction

Assignment

Coverage: **Course Code: BLII-011**
Course: Libraries: An Introduction
                                        Assignment Code: AST/TMA/Jab.2023-Jul.2023
Units: 1-8   **Total Marks: 50**

Part-1: Answer all questions in about 300 words. All questions carry equal marks

1. What do you understand by society? Explain the stages of societal evolution. (5)
2. Explain the need, purpose and functions of library in society. (5)
3. Describe the role of academic libraries. (5)
4. Explain the different roles and responsibilities of specialist in library. (5)
5. Explain the information technology (IT) competencies needed for library staff. (5)
6. Explain the tools that are commonly used for selection of documents for new materials in library. (5)
7. Define library records. Explain the need for library records. (5)
8. Explain the process and methods of stock verification. (5)

Part-11: Write short notes in about 100 words. All questions carry equal marks.

1. Hybrid library (2)
2. Readers service (2)
3. Technical processing(2)
4. Acquisition through gifts in library (2)
5. Physical processing (2)
6. Advantage of stock verification (2)

Assignment
Coverage: Course Code: BLII-012
Course: Document Processing and Organisation
                                                                 Assignment Code: AST/TMA/Jan.2023-July 2023
Units: 1-6
                                                                                       Total Marks: 50

Note: Answer all questions.

1) Classify **ANY 10** (out of 12 given titles) of the following titles using Dewey Decimal Classification (19th edition).
        10x2=20 marks
(1)Encyclopedia of Science
(2) English Literature
(3) Higher Education
(4) Copyright Law
(5) Jainism
(6) Textbook of Economics
(7) Human Physiology
(8) Geography of Asia
(9) Child Medicine
(10) Temple Architecture
(11) Organic Chemistry
(12) French Grammar

2) Catalogue **any two** titles as per AACR-2R. All the added entries are to be
provided. Answers are to be worked out on paper only, marking out 5"×3" cards. All titles carry
Equal Marks.).   15x2=30 marks
Title 1
An Introduction to analysis: integral calculus

By Ram Krishna Ghosh
12th Edition. 2012
Central Book Agency. Kolkata.
Other Information: Call No. 515.43
Accession No. 4568, Size 24x12 cm, ISBN 9788173817342
Pages- xi , 445 pages

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Title: 2
A textbook of Botany
 S N Pandey and Kishore Kumar
Edited by
H K Kapoor
2006. Vikas Publishing.
New Delhi. ISBN 9788125918233.

_____

The Bhagavad Gita translated from the Sanskrit with an introduction

By

_____
_____

BLII-013: Information Sources and Library Services

Assignment

Coverage: **Course Code: BLII-013**
Course: Document Processing and Organisation
                                        Assignment Code: AST/TMA/Jan.2023-July 2023
Units: 1-6   **Total Marks: 50**

Note: Answer all questions. All questions carry equal marks.

1) Please visit a library website and collect following information about the library and write in the space given below:

i).Name of the Library _____
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ii).Type of the Library _____
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iii).Write URL of the website_____
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iv.) List any five databases subscribed by the Library.

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2) Write the full bibliographic description of any five Encyclopaedia's sources which are available online.

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3) Visit the website of any National Library and list the services provided by it. Also prepare the list of important resources available in the library.

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4) Visit the website of OCLC and write the services provided by them.

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5) Visit the website of DOAJ and write the full bibliographic description of any five e-journals.

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BLII-014: ICT in Libraries

Assignment

Coverage:
Course: ICT in Libraries

Units: 1-7

Course Code: BLII-014

Assignment Code: AST/TMA/Jab.2023-Jul.2023

Total Marks: 50

Part-I: Answer all questions in about 300 words. All questions carry equal marks

1. Describe various input and out devices.

2. Explain common utilities available in a common operating system.

3. Examine impact of ICT on library housekeeping operations.

4. What are the factors should be taken into consideration for the evaluation of library automation packages?

5. Describe the functioning of the internet.

6. Explain the need of web-based library services in libraries.

7. Define web 2.0 and describe its various tools with suitable examples.

8. Describe the role of subject gateways in providing access to e-resources.

Part-II: Answer all questions in about 100 words. All questions carry equal marl

1. Discuss LibreOffice Components

2. Identify various modules in KOHA and SOUL.

3. RFID and Smart Card-based inventory control in libraries

4. Discuss the importance of LISTSERVERS.

5. Describe how to set up internet connection