Certificate
in
Library and Information Science

Assignments
For January 2024 and July 2024 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 2024**
FOR JULY SESSION	**30th September 2024**

WHERE TO SUBMIT THE ASSIGNMENTS

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

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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 2024 session fails to submit her/his assignments till 31st March 2024, s/he will have to attempt the fresh assignments of July 2024 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 2024 session fails to submit her/his assignments till 30th September 2024, s/he will have to attempt the fresh assignments of January 2025 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:

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 full-scale size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.

9) Leave 3" margin on the left and at least 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: BLI-011**
Course: Libraries: An Introduction

                                          Assignment Code: AST/TMA/Jan.2024-Jul.2024
Units: 1-8   **Total Marks: 50**

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

1. Describe how libraries function to serve persons with different needs and purposes.   (5)
2. What is public library? Explain the different functions of public libraries.   (5)
3. Describe the role of academic libraries.   (5)
4. Explain the different types and functions of libraries.   (5)
5. Explain the information technology (IT) competencies needed for library staff.   (5)
6. Define professional. Identify the difference between professional and paraprofessional librarians   (5)
7. What is acquisition? Explain the different methods of acquisition.   (5)
8. Define library records. Explain the need for records and the different kinds of library records.   (5)

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

1. National libraries   (2)
2. Virtual library   (2)
3. Modern society   (2)
4. Technical processing   (2)
5. Need for weeding   (2)

BLII-012: Document Processing and Organisation

Assignment

Coverage: **Course Code: BLII-012**
Course: Document Processing and Organisation
                                              Assignment Code: AST/TMA/Jan.2024-July 2024
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. Journal of Library and Information Science.
   2. Dictionary of human diseases
   3. Philosophy and theory of constitutional law
   4. Indian Library Association
   5. Political conditions of India
   6. The prime minister of India
   7. English –French dictionary
   8. Agriculture.
   9. Handbook of Public Administration.
   10. Human diseases
   11. Jaipur Literature Festival
   12. Zoology

1) Catalogue any **two titles** as per AACR-2R. All the added entries are to be provided. The Answers are to be worked out on paper only, marking out 5"×3" cards. All titles carry equal.   **(15x2=30 marks)**

    Title: 1

THE ORGANIZATIONA OF INFORMATION
By
Arlene G. Taylor

        Other Information:
Call No. 020 T2120
Accession no. 55088
Pages: xx, 280p. Size: 19X 26 Cm
ISBN: 1-56308-493-7
  Title: 2

Proceedings of the Seventh International Conference on Information Services,
Held at Huston, March 28-30, 2022
Edited
by Winifred B. Linderman
Chicago,
American Library Association

Other information:
Class No. 025.52
Accession no. 25012
 Pages: x, 1958 Size: 25 cm

Title: 3

PRINCIPLES OF PSYCHOLOGY
EDITED BY
STEWART BROWN
JULIE ANDREWS

VOL.1: PERCEPTION AND CONSCIOUSNESS
VOL.2: GROWTH, LEARNING AND LANGUAGE
VOL.3: MOTIVES AND EMOTIONS
HOLT, RINEHART AND WINSTON
NEW YORK
2023

Other information:
 Call No. 150 PRI
Accession No. 44371-72
Size: 26 cm
ISBN: 0-791-23461

BLII-013: Information Sources and Library Services

Assignment

Coverage: **Course Code: BLII-013**

Course: Information Sources and Library Services

                                            Assignment Code: AST/TMA/Jan.2024-July 2024

Units: 1-6   **Total Marks: 50**

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

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

i.) Name of the Library_____

ii.)Type of Library_____

iii.) Write URL's of these website_____

iv.) List any five databases subscribed by each of these Libraries.

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2) Write the full bibliographic description of any five Geographical Sources which are available online.

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

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4) Visit the website of World Digital Library and write the services provided by it.

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5) Visit the website of DOAB and write the full bibliographic description of any five books.

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BLII-014: ICT in Libraries

Assignment

Coverage: Course Code: BLII-014

Course: ICT in Libraries   Assignment Code: AST/TMA/Jan.2024-Jul .2024

Units: 1-7   Total Marks: 50

Part-1: Answer all questions in about 300 words. All questions carry equal marks (40)

1. Describe various types of computer.
2. What do you mean by an Operating system? Differentiate between system software and application software.
3. Define library automation. Explain the major activities of acquisition sections.
4. What do you mean by library management system? Describe the features of 4th generation library automation packages.
5. Define computer network. Describe the types of computer networks.
6. What is the difference between www and internet?
7. Discuss the utility of web 2.0 for libraries.
8. What do you mean by institutional repository? Explain the role of institutional repository in library for providing services to users.

Part-11: Answer all questions in about 100 words. All questions carry equal marks (10)

1. Discuss the features of writer (word processing application).
2. Explain the features of NewGenLib.
3. What is internet? Explain in brief different tools available for data transfer.
4. Discuss the importance of electronic journals.
5. What do you mean by search engines and its features?