BLIS

I G N O U

Bachelor's Degree Programme in Library and Information Science

ASSIGNMENTS
For
July 2022 and January 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 July 2022 Session	31st March 2023
For January 2023 Session	30th September 2023

Where to Submit the Assignments

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

CONTENTS

INSTRUCTIONS FOR ASSIGNMENTS:

1. Assignments and Practicals 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 and practicals will be counted in your final result. You are, therefore, advised to take assignments and practicals seriously, complete and submit them in time.

2. You must remember that assignments and practicals 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 practicals in time for that course.

Instructions for Tutor Marked Assignments:

1. The validity of the assignment is ONE YEAR only. If you fail to submit your assignments before the due date of the particular session, then you have to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of July 2022 session fails to submit her/his assignments till 30th March 2023, then s/he will have to attempt the fresh assignments of July 2022 session). Similarly, those who take admission in January session have to attempt the assignments of January 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 January session (e.g. if a student of January 2023 session fails to submit her/his assignments till 30th September 2023, s/he will have to attempt the fresh assignments of January 2023 session).

2. Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right end 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:

Programme Title/Code……………………….. Enrolment No …………………………........

Course Title/Code …………………………. Name ………………………………………....

Assignment Number ………………………... Address ……………………………………..

Study Centre (Code) ………………………………………………………………………........

Study Centre (Name) …………………....... Date …………………………………………...

(**Note:** Candidates are required to follow this format strictly otherwise the assignments may not be evaluated.)

4.   Your answer sheet should be complete in all respects. Make sure that 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 assignments are not permissible.

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

9.   Leave 3 inch 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 at appropriate places. Write question number with each answer.

10.   The evaluated assignments will be returned to you by the Coordinator of your Study Centre. This will also include copies of assignment sheets containing global comments of the evaluator on your performance in the assignments. 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.

BLI-221: LIBRARY, INFORMATION AND SOCIETY
TUTOR MARKED ASSIGNMENT

Coverage:
Course: Library, Information and Society
Blocks: 1 to 4
Units: 1 to 14

Course Code: BLI-221
Assignment Code: AST/TMA/Jul.2022/Jan.2023

Total Marks: 70

Note: Answer all questions.

I). **Answer the following questions in not more than 500 words each. (4X10=40 Marks)**

1. Discuss the role of library in the context of the changing society. (10)

2. State the Five Laws of Library Science. Discuss the implications of First Law of Library Science (10)

3. Define library legislation. Discuss its role in public library development in India. (10)

4. Discuss the role of INFLIBNET in promoting automation of library and information activities and services in India. (10)

II). **Answer the following questions in not more than 250 words each. (6X5=30 Marks)**

1. Discuss in brief the activities and role of referral centres and cleaning houses. (5)

2. Explain the concept and services of a digital library. (5)

3. Discuss the objectives and activities of ILA in brief. (5)

4. Define 'information society'. Distinguish between information society and knowledge society. (5)

5. Explain the concept of IPR and role of libraries in its implementation. (5)

6. Describe the functions of IFLA in brief. (5)

BLI-222: INFORMATION SOURCES AND SERVICES
TUTOR MARKED ASSIGNMENT

Coverage:
Course: Information Sources and Services
Blocks: 1 to 4
Units: 1 to 14

Course Code: BLI-222
Assignment Code: AST/TMA/Jul.2022/Jan.2023

Total Marks: 70

Note: Answer all questions.

I)   **Answer the following questions in 700 words each.**   **(4X10=40 Marks)**

1.   Discuss in detail non-documentary sources of information with suitable examples.   (10)

2.   Discuss the Categorisation of information sources as given by Subramanyam.   (10)

3.   Explain the importance of institutions as sources of information. Describe different

types of institutions.   (10)

4.   While analysing marketing opportunities, discuss the various factors that affect
external environment of an organisation?   (10)

II)   **Answer the questions in 250 words each.**   **(6X5=30 Marks)**

1.   Explain why there is a lack of unanimity in the categorisation of text books.   (5)

2.   What criteria will you adopt to evaluate a dictionary?   (5)

3.   Describe the importance of virtual reference service in present society.   (5)

4.   Explain how information generators and information compilers act as sources of
information.   (5)

5.   What are the negative influences of the information generated by mass media?   (5)

6.   List the basic information literacy skills necessary for undergraduate and graduate

students.   (5)

BLI-223: ORGANISING AND MANAGING INFORMATION

TUTOR MARKED ASSIGNMENT

Coverage: **Course Code: BLI-223**
Course: Organising and Managing Information Assignment Code: AST/TMA/ Jul.2022/Jan.2023
Blocks: 1 to 4
Units: 1 to 14   **Total Marks: 70**

Note: Answer all questions.

I)   Answer the following questions in not more than 500 words each.   (4X10=40 Marks)

1.   Describe the structure of Sears List of Subject Headings (SLSH) giving examples.   (10)

2.   State the different types of Non-Book Material (NBM). Discuss   the
       constraints in using them and problems in their cataloguing.   (10)

3.   Explain the need for notation in library classification. Discuss its qualities.   (10)

4.   What is a post coordinate indexing system? Discuss its difference with a   pre
       coordinate indexing systems.   (10)

II)   Answer the following questions in not more than 250 words each.   (6X5=30 Marks)

1.   Explain the features and advantages of OPACs.   (5)

2.   State the associative relationships in a thesaurus. Illustrate any   five such
       relationships by giving examples.   (5)

3.   Enumerate the different types of metadata explaining their purposes.   (5)

4.   Explain the steps of Chain indexing with an example.   (5)

5.   Describe the major purpose of standardization in cataloguing. Describe different
       sections of ISO 2709 and their features.   (5)

6.   Explain the Canons of Array with an example.   (5)

BLI-224: ICT FUNDAMENTALS

TUTOR MARKED ASSIGNMENT

Coverage: **Course Code: BLI-224**
Course: ICT Fundamentals   **Assignment Code: AST/TMA/ Jul.2022-Jan.2023**
Blocks: 1 to 4
Units: 1 to 16   **Total Marks: 35**

I)   **Answer all the questions in not more than 500 words each.**

1. What is networking? Explain topologies used in wide area network with diagrams.   (5)

2. What is convergence? Explain the major communication technologies of modern telecommunications system.   (5)

3. What do you understand by the protocols? Describe Remote Login in detail.   (5)

II)   **Write short notes on the following in not more 200 words each.**

1. Ubuntu operating system   (2)
2. Advantages of LibreOffice   (2)
3. Relational database management system   (2)
4. Major areas of multimedia use   (2)
5. Mesh topology   (2)
6. Interactive television (ITV)   (2)
7. Malicious software   (2)
8. Messaging   (2)
9. Features of search tools   (2)
10. Packet switching   (2)

BLI-224: ICT FUNDAMENTALS

PRACTICAL

Coverage: **Course Code: BLI- 224**
Course: ICT Fundamentals   **Assignment Code: AST/PRAC/ Jul.2022-Jan.2023**
Blocks: 1 to 4
Units: 1to 16   **Total Marks: 35**

General Instructions:
i)   You are required to do the practical assignment in the Study Centre. Evaluation of the assignment will be done by the Counsellor/ Practical Supervisor.
ii)   Make Screen Captures for all the answers and save them in one file. The Counsellor/Practical Supervisor will evaluate these screen captures and give marks accordingly.
iii)   All questions are compulsory

1.   Prepare a one page of your resume using LibreOffice Writer with a table for qualifications and experience. Table must be embedded in the document. Table must centre aligned in the text with the content left justified. Top row text must be in a bold face and use colours and shading in the row to distinguish it from other rows.   (15)
2.   Prepare a presentation on a topic of your interest using LibreOffice Impress. The presentation must have atleast 4 slides with a title slide. In the second slide a bulleted list is to be provided. In the third slide insert an image with text description. In the final slide insert a table. Use animation schemes for header and the text and transition effects in each slide.   (10)
3.   Create a file in LibreOffice Calc showing marks of students obtained in a semester with separate columns for assignments and semester end exam. Sort the file alphabetically and ascending order of marks. Add a bar chart representing the data.   (10)

BLI-225: COMMUNICATION SKILLS
TUTOR MARKED ASSIGNMENT

Coverage: CourseCode:BLI225
Course: Communication Skills   Assignment Code: AST-1/TMA/ Jul.22- Jan.23
Blocks: 1 to 5
Units: 1to18   **Total Marks: 70**

Note: Answer all questions.

1.   **Read the passage carefully and answer the questions given below. (2X10= 20 Marks)**

Language, as we have seen, seems to be a highly developed form of animal signaling. But there is a missing link in the chain. How, and when, did we start to talk? This is a problem of interest mainly to ethologists (students of animal behavior), and one which has not yet been solved. Most linguists regard this fascinating topic as being outside the realm of linguistics proper. They are more interested in studying actual language than in speculating about its origins. But although how language began is a puzzle, why language began seems rather clearer. Possibly it began because humans needed a greater degree of cooperation with each other in order to survive, and this cooperation required efficient communication.

Consequently the primary function of language is to impart factual information and to convey essential commands. But language can also be used to communicate feelings and emotions. This aspect of language is not as well developed as 'information talking', because humans, like other primates, can convey emotions by screams, grunts, sobs, gestures and so on. So they need language only to confirm and elaborate these more primitive signals.

In addition, there is the language of social chitchat, the meaningless small talk of everyday life. "Hallo, how nice to see you. How are you? Isn't the weather terrible?" This social patter has been called phatic communion and is primarily a device to maintain social contact on a friendly level. Some ethnologists call it 'grooming talking' and suggest that it is substitute for the friendly grooming indulged in by the monkeys. There are other biologically less important functions of language. Humans may use language for purely aesthetic reasons. In writing poetry, for example, people manipulate words in the same way as they might model clay or paint a picture. Or they may talk in order to release nervous tension, a function seen when people mutter to themselves in anger and frustration.

1.1.a). **Say whether the following statements are true or false according to the passage. Correct the false statements.**   **(10)**

i).   Language is a highly sophisticated form of human sign communication.

ii).   Ethnologists are interested in the study of animal behavior.

iii).   How language began is obscure.

iv).   The main function of language is to convey emotions and feelings.

v).   Phatic communication is similar to 'groom talking' of monkeys.

1.2.b). Answer the following questions: **(10)**

i).   List four reasons why human need to 'talk'?

ii).   Besides 'talk' how else do humans convey emotions?

iii).   What is phatic communication? Give your own example of phatic communication.

iv).   What is the primary function of writing?

v).   Give an appropriate title to the passage.

2.   Explain the different types of communication.   (10)

3.   Describe the different barriers to listening.   (10)

4.   Prepare a presentation with at least 10 slides on any one of the following topics.   (10)

         a).   Telephonic skills

         b).   Social skills

         c).   Preparing your profile

5.   Write on any two of the given topics in about 100 words.   (10)

         a).   Correspondence at the workplace

         b).   Writing skills

         c).   Preparing your Portfolio

6.   Write a letter to the prime minister of India requesting him for free COVID-19 vaccination

         for all the citizens of India.   (10)

BLIE-226: MANAGEMENT OF LIBRARY AND INFORMATION CENTRE
ASSIGNMENT

Coverage: **Course Code: BLIE-226**

Course: Management of Library and Information Centre

Blocks: 1 to 4   **Assignment Code: AST/TMA/Jul.22-Jan.23**

Units: 1 to 15   **Total Marks: 70**

Note: Answer all questions

I)   **Answer the following questions in not more than 500 words each.**

1.   Explain the general principles of management as proposed by different thinkers.   (10)

2.   Identify different methods of procurement of documents in a library. Explain in detail the method of acquisition through monetary payment.   (10)

3.   Mention different section of a university library. Explain in detail various functions of a circulation section.   (10)

4.   Explain the meaning of non-book material. Describe the tools for their selection in a library.   (10)

II)   **Answer the following questions in not more than 250 words each.**

1.   Describe the changing role of library professionals. Mention the types of skills required by LIS professional in the changing scenario.   (5)

2.   Explain the process of implementing change in libraries.

3.   Describe the reasons and importance of keeping financial records in a library.   (5)

4.   Explain how ZBB is different from PPBS .   (5)

5.   Discuss the need and objectives of binding and preservation of materials in libraries.   (5)

6.   Describe the disaster preventive measures to be kept in mind while designing a library building.   (5)

BLIE-227: DOCUMENT PROCESSING PRACTICE
ASSIGNMENT

Coverage: **Course Code: BLIE-227**
Course: Document Processing Practice   **Assignment Code: AST/TMA/ Jul.22 - Jan.23**
Blocks: 1 to 3
Units: 1 to 14   **Total Marks: 70**

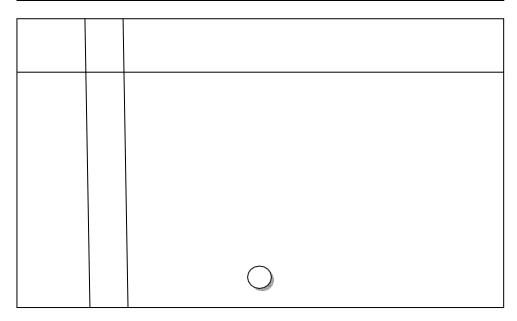### Part 1: Classification Practice: DDC 19th Edition

Note:

I.   Furnish your answers in the space provided against each title in the tabular format suggested below.

II.   Classify all the titles given below. Each question carries 7 marks (3 marks for the class number and 4 marks for the analysis).

III.   The Class Numbers assigned should be as specific as possible and also provide the detail analysis of the construction of the class number.

IV.   Copies of 19th edition of Dewey Decimal Classification are available for your use in the Study Centre. They are to be returned after use.

Sl. No.	Title to be Classified	Class Number Assigned	Digit by digit analysis of the Class Number
1.	Copyright Law in India		
2.	Treatment of intestinal diseases in the old Aged People		
3.	Harvesting of Wheat Crop		
4.	Marketing of Cars in Japan		
5.	English- Hindi Dictionary		

Part 2: Cataloguing Practice

I. Catalogue the titles as per AACR-2R and MARC 21. In the case of AACR- 2R all added entries are to be provided.
II. The answers are to be worked out on paper only, marking out 5" X 3" cards in the case of AACR- 2R and in the tabular format for MARC 21 as suggested below.
III. Each question carries 7 marks (4 marks for the AACR- 2R and 3 marks for the MARC entry).
IV. Copies of Sears List of Subject Headings are available to for your use in the Study Centre. They are to be returned after use.

Format for AACR-2R Cards:

Format for MARC 21:

Tag	Indicator	Description	Subfield	Data

Title 1:

Alicyclic Chemistry

F.J. McQuillin and M.S. Baird

2ndEdition

New York Cambridge University Press 1983

OTHER INFORMATION

CALL NO.	547.5 MCQ
ACC. NO.	73425
PAGES	111 p.
SIZE	22 cm.
ISBN	0521239877

Title 2:

Studies in Economics; 19

The Political Economy of the Welfare State

Thomas Wilson and Dorothy J. Wilson.

London G. Allen & Unwin 1982

OTHER INFORMATION :

CALL NO.	361.6 WIL
ACC. NO.	435443
PAGES	xiv, 333 p.
SIZE	21cm.
ISBN	0043360777

Title 3:

PRESERVING SCIENTIFIC DATA ON OUR PHYSICAL UNIVERSE : A NEW STRATEGY
FOR ARCHIVING THE NATION'S SCIENTIFIC INFORMATION RESOURCES

Steering Committee for the Study on the Long-term Retention of Selected Scientific and
Technical Records of the Federal Government
Commission on Physical Sciences Mathematics, and Applications, National Research Council

Washington, D.C.
National Academy Press
1995

OTHER INFORMATION

CALL NO.   025 USA
ACC. NO.   365231
PAGES   18 p.
SIZE   28 cm.
ISBN   030905186X

Title 4:

**FORMAL AND PRACTICAL ASPECTS OF AUTONOMIC
COMPUTING AND NETWORKING : SPECIFICATION,
DEVELOPMENT, AND VERIFICATION**

Edited by Phan Cong-Vinh

Volume 1 : Autonomic computing
Volume 2 : Computer networks
Volume 3 : Formal methods Boulder

L. Rienner Publishers1987

OTHER INFORMATION

CALL NO.   004 FOR
ACC. NO.   345672-4
SIZE   26 cm.
ISBN   978160960845

Title 5:

Blueprint : Design Your Life
No.1 (Summer 2006)

New York, NY
Martha Stewart Living Omnimedia

OTHER INFORMATION

CLASS NO.   640
FIRST PUBLISHED IN   2000
FREQUENCY   Irregular
ISSN   1932 - 6378
HOLDINGS   Library has all the volumes

BLIE-228: INFORMATION PRODUCTS AND SERVICES
TUTOR MARKED ASSIGNMENT

Coverage: **Course Code: BLIE-228**
Course: Information Products and Services   **Assignment Code: AST/TMA/Jul.22-Jan.23**
Blocks: 1 to 4
Units: 1 to 13   **Total Marks: 70**

Part-1

Note: Answer all questions.

I)   **Answer the following questions in 250 words each.**   **(3X5=15 Marks)**

1.   Define the term 'Bibliography'. Describe the different ways of arranging entries in

       an ad hoc bibliography.   (5)

2.   Discuss the salient features of 'current awareness services'. Describe its new media.   (5)

3.   What do you understand by 'information analysis and synthesis? Discuss its process

       and steps in Analysis and Synthesis.   (5)

4.   What do you mean by 'referral service'? Discuss its need and tool.   (5)

II)   **Answer the following questions in 150 words each.**   **(5X4=20 Marks)**

1.   Discuss the salient features of Moodle?   (4)
2.   Explain the need for dissemination and marketing of consolidation information

       service and products.   (4)
3.   What do you understand by social networking tool? Discuss the Web 2.0 Tools.   (4)
4.   What are various media of web-based leaning?   (4)
5.   Discuss any five IAC products from India.   (4)

Part-2

1) **Arrange the following given bibliographical information using the 7ᵗʰ edition of MLA standard**. **(5X3=15 Marks)**

    a) **Book**

Authors	Harry Bruce, Ray Fidel, Peter Ingwersen, Pertti Vakkari
Title	Emerging Frameworks and Methods
Sub title	Proceedings of the Fourth International Conference on Conceptions of Library and Information Science (CoLIS 4)
Name of Publisher	Libraries Unlimited
Place of Publication	Santa Barbara, California, USA
Year of Publication	2020
ISBN	Paperback: 978-1-59158-016-4 : $45, £34, 38€, A65

    b) **Chapter in a Book**

Editor	Pat F Booth
Title of the Book	Indexing: The Manual of Good Practice
Name of Publisher	K G Saur Munchen
Place of Publication	Munche, Saur
Year of Publication	2001
Title of the Chapter	Editing and Presenting the Indexing
Author of the Chapter	Pertti Vakkari
Pages	241-52

    c) **Video**

Creator Name	Jaideep Sharma
Title of Video	Library staff: Roles and responsibilities
UPLOADED BY	IGNOU
Day Month Year	15 May 2018
URL	https://www.youtube.com/watch?v=qkAiIWbDld4

d) Journal Article

Author	Abideen P. Sainu
Name of Journal	DESIDOC Journal of Library & Information Technology
Title of the article	Bibliometric Analysis of the Coronavirus Research Publications Data before and after the Outbreak of the COVID: A Comparison
Volume number	42
Issue	03
Year of Publication	2022
Pages	139-148
DOI	10.14429/djlit.42.3.17350

2) **Prepare an indicative abstract of the below mentioned text in not more than 50 words.** **(5)**

An Introduction to Knowledge Management

Tony Blair (former Prime Minister of the UK), while speaking at an e-summit in Nov. 2002, stated that: The fundamental challenge is to create a knowledge-driven economy that serves our long-term goals of first-class public services and economic prosperity for all. To do so we need to innovate. We need to use ideas and intelligence in new ways that create higher value-added products and better quality services … and we must extend the opportunities of the information age to all. (Cited in Hayes, 2004, p. 231)

The idea of knowledge management (KM) has been around since Plato, but the phrase "knowledge management" was formally used by Carl Wiig in 1986 at a Swiss conference sponsored by the United Nations—International Labor Organization. Over the past 30 years, there has been a great deal of new terminology added to this concept. The growth of the knowledge economy is being driven by business change and has put greater emphasis on the need for better management of organizational knowledge. Its fundsmental premise is that an enormous amount of knowledge about customers, processes, products, and services exists at all levels of an organization, and if this cumulative knowledge can be captured and communicated, it can help organizations become more productive, effective, and successful. Although the concept of KM emerged as a business trend in the corporate world in the 1990s, it is now being applied in public sector organizations, including academic institutions and their libraries.

3) **Prepare newspaper clipping service. Select any one newspaper and browse the newspaper for the last seven days or any 7 consecutive days.** **(3X5=15 Marks)**

Select the news items covering the themes such as:

1. New Education policy 2020

2. Russo-Ukrainian War

3. India's Foreign Policy

BLIE-229: ICT IN LIBRARIES
TUTOR MARKED ASSIGNMENT

Coverage: **Course Code: BLIE- 229**
Course: ICT in Libraries   **Assignment Code: AST/TMA/Jul.2022-Jan.2023**
Blocks: 1 to 2
Units: 1 to 8   **Total Marks: 35**

I)   Answer all the questions in not more than 500 words each.

1.   Why we need RFP? Enumerate essential components for the development of RFP.   (5)

2.   Explain acquisition Workflow of Automated Acquisition subsystem.   (5)

3.   What do you mean open source ILS? Compare open source and commercial ILSs.   (5)

II)   Write short notes on the following in not more than 200 words each. Each question carries 2 marks.

1.   Evolution of library automation.   (2)

2.   Authority control.   (2)

3.   NewGenLib.   (2)

4.   Principles of open source software.   (2)

5.   LAMP Architecture.   (2)

6.   Digital collections Vs Digital library.   (2)

7.   SOUL (Software for University Libraries) ILS.   (2)

8.   Live webcast.   (2)

9.   Features of DSpace.   (2)

10.   Greenstone user interface.   (2)

BLIE-229: ICT IN LIBRARIES
PRACTICAL ASSIGNMENT

Coverage: **Course Code: BLIE- 229**
Course: ICT in Libraries   **Assignment Code: AST/PRAC/Jul.2022-Jan.2023**
Blocks: 1 to 2
Units:-1 to 8   **Total Marks: 35**

General Instructions:

i.   You are required to do the practical assignment in the Study Centre. Evaluation of the assignment will be done by the Counsellor/ Practical Supervisor.

ii.   Make Screen Captures for all the answers and save them in one file. The Counsellor/Practical Supervisor will evaluate these screen captures and give marks accordingly.

iii.   All questions are compulsory.

I)   In Koha do the following activities: **(20)**
a.   Create 2 vendors with full details.
b.   Place order for around 4 titles.
c.   Enter the data of these 4 titles in the cataloguing module.
d.   Create 4 patrons with required details.
e.   Check out 2 books to one of the patrons.
II)   Install GSDL software, upload around ten documents comprising pdf, doc, ppt files. Enter the detail metadata for each document and publish the collection for a CD.   **(15)**