

BLIS

**Bachelor's Degree Programme in Library and
Information Science**

ASSIGNMENTS

For

July 2023 and January 2024 Sessions



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

For July 2023 Session

31st March 2024

For January 2024 Session

30th September 2024

CONTENTS

	Page No.
Instructions for Assignments.....	4
BLI-221 : Library, Information and Society	6
BLI-222 : Information Sources and Services	7
BLI-223 : Organising and Managing Information	8
BLI-224 : ICT Fundamentals	9
BLI-225 : Communication Skills	11
BLIE-226 : Management of Library and Information Centre.....	12
BLIE-227 : Document Processing Practice.....	13
BLIE-228 : Information Products and Services.....	17
BLIE-229: ICT in Libraries.....	20

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 2023 session fails to submit her/his assignments till 30th March 2024, then s/he will have to attempt the fresh assignments of July 2023 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 2024 session fails to submit her/his assignments till 30th September 2024, s/he will have to attempt the fresh assignments of January 2024 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/CodeName

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 Code: BLI-221

Course: Library, Information and Society Assignment Code: AST/TMA/Jul.2023/Jan.2024

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. Define information society. Discuss the different perceptions of information society. (10)
2. Describe the academic library in your own words. Discuss the various types and functions of an academic library. (10)
3. What do you mean by the term “resource sharing”? Discuss its need and objectives. (10)
4. Discuss the concept of professional ethics. Explain code of ethics for LIS professionals. (10)

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

- 1 Discuss the implication of fifth law of library science. (5)
- 2 Explain the concept of Right to information Act and its utility in libraries. (5)
- 3 Discuss the objectives and activities of (CeRA) Consortium for e-resources in Agriculture in brief. (5)
- 4 Define library legislation. Discuss the various components of library legislation. (5)
- 5 Discuss the objectives and functions of RRRLF. (5)
- 6 Explain the objectives of ILA. (5)

BLI-222: INFORMATION SOURCES AND SERVICES
TUTOR MARKED ASSIGNMENT

Coverage:

Course Code: BLI-222

Course: Information Sources and Services **Assignment Code: AST/TMA/Jul.2023/Jan.2024**

Blocks: 1 to 4

Units: 1 to 14

Total Marks: 70

Note: Answer all questions.

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

- 1) Why do we need to evaluate reference books in an academic library? Discuss the check points to be included in the evaluation of encyclopaedia in a library (10)
- 2) Describe the steps involved in conducting computer-based literature search. (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 following questions in not more 250 words each. (6X5= 30 marks)

- 1) Explain how S. R. Ranganathan has categorised documents in a library. (5)
- 2) What do you understand by the term “secondary sources of information”? List their different types and give one example of each type. (5)
- 3) Discuss how information gatherers act as sources of information. (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.2023/Jan.2024

Blocks: 1 to 4

Units: 1 to 14

Total Marks: 70

Note: Answer all questions.

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

- 1) Define corporate author? Discuss treatment of Government Publications according to AACR-2R. (10)
- 2) Define Centralised and cooperative cataloguing. Discuss various forms of centralised cataloguing. (10)
- 3) Discuss the common isolates in DDC 19th Edition. (10)
- 4) Discuss the various principles for facet sequence given by Dr. S R Ranganathan. (10)

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

- 1) Explain the steps of Chain indexing with an example. (5)
- 2) Explain the need for notation in library classification. (5)
- 3) What is MARC? Explain the structure of MARC21 record. (5)
- 4) Describe the concepts associated with Simple Knowledge Organisation System (SKOS). (5)
- 5) What is a Shelf List? Differentiate it with library catalogue (5)
- 6) Explain the major problems in Cataloguing of Non-Book Material (NBM). (5)

**BLI-224: ICT FUNDAMENTALS
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 4

Units: 1 to 16

Course Code: BLI- 224

Assignment Code: AST/TMA/ Jul.2023/Jan.2024

Total Marks: 35

I) Answer all the questions in not more than 250 words each. (3X5= 15 Marks)

- 1) What is DBMS? Explain Database Project Environment in detail. (5)
- 2) What do you mean by NEIS? Explain the major NEIS Services and Applications. (5)
- 3) Explain various types of search tools and also describe various features of search tools. (5)

II) Write short notes on the following in not more than 200 words each. (10x2= 20 Marks)

- 1) Wireless Technology (2)
- 2) Computer Hardware (2)
- 3) Print Vs Multimedia (2)
- 4) Number Portability (2)
- 5) Tree Topology (2)
- 6) Simple Network Management Protocol (SNMP) (2)
- 7) Online Document Repositories (2)
- 8) Markup Languages (2)
- 9) Types of Email Account (2)
- 10) Metadata Storage (2)

**BLI-224: ICT FUNDAMENTALS
PRACTICAL**

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 4

Units: 1 to 16

Course Code: BLI- 224

Assignment Code: AST/PRAC/Jul.2023/Jan.2024

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 about your Library using LibreOffice Writer with a table for Collection and staff members with their designation and qualification. 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. Also insert a photograph. (15)
- 2) Prepare a LibreOffice Impress presentation on Library Orientation programme for your users. 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 the daily circulation of library documents (atleast for the one week) with separate columns for fine and books reserved. Add a bar chart representing the data. (10)

**BLI-225: COMMUNICATION SKILLS
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: Communication Skills	CourseCode:BLI-225
Blocks: 1 to 5	Assignment Code: AST-1/TMA/ Jul.23- Jan.24
Units: 1 to 18	Total Marks: 70

Note: Answer all questions.

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

- 1 What is communication skill? Explain the role of communication skills in library services. (10)
- 2 What are the barriers to listening? Explain how to overcome the different barriers to listening. (10)
- 3 Explain interpersonal skills. Justify why interpersonal skills are important in life? (10)
- 4 “Social skills learning improves students; communication with peers and adults, improves cooperative teamwork, and helps them become effective, caring, concerned members of their communities.” Justify the statement. (10)

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

- 1 Explain the importance of verbal communication skills. (5)
- 2 Explain what are the important points to be kept in mind while preparing a resume. (5)
- 3 Explain the importance of presentation skills. (5)
- 4 What are the ‘Don’ts’ in body language communication? (5)
- 5 Explain the different styles of communication. (5)
- 6 Explain methods of writing. (5)

**BLIE-226: Management of Library and Information Centre
TUTOR MARKED ASSIGNMENT**

Coverage:

Course Code: BLIE-226

Course: Management of Library and Information Centre Assignment Code:AST/TMA/ Jul.2023/Jan.2024

Blocks: 1 to 4

Units: 1 to 15

Total Marks: 70

Note: Answer all questions

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

1. Define scientific management. Explain various functions of management. (10)
2. Define process of acquisition. Explain various problems in acquisition of sources. (10)
3. What do you mean by stock verification? Explain various methods of stock verification for libraries. (10)
4. What do you mean by budget? Explain various kind of budgeting methods. (10)

II) Answer the following questions in not more than 250 words each.(6*5=30Marks)

1. Quality circles (5)
2. Types of change (5)
3. Role of library manager in present era (5)
4. Newark charging system (5)
5. Weeding of library material (5)
6. Manpower planning for libraries (5)

**BLIE-227: DOCUMENT PROCESSING: PRACTICE
ASSIGNMENT**

Coverage:

Course: Document Processing Practice

Blocks: 1 to 3

Units: 1 to 14

Course Code: BLIE-227

Assignment Code: AST/TMA/Jul.2023/Jan.2024

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.	Directory of Medical Libraries in India		
2.	Research in Dry farming		
3.	A Textbook of Aeronautical Engineering		
4.	Copyright Law in Indonesia		
5.	Photographing the Nature: Techniques		

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 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:

LAWRENCE AND HIS LABORATORY:
NUCLEAR SCIENCE AT BERKELEY

J.L. HEILBRON
ROBERT W. SEIDEL
BRUCE R. WHEATON

BERKELEY
LAWRENCE BERKELEY LABORATORY AND OFFICE FOR HISTORY
OF SCIENCE AND TECHNOLOGY, UNIVERSITY OF CALIFORNIA
1981

OTHER INFORMATION

CALL NO. 539.7072079467 HEI
ACC. NO. 73425
PAGES 111 p.
SIZE 22 cm.
ISBN 091810209X

Title 2:

ESSAYS ON SOCIAL SECURITY AND TAXATION : GUSTAV VON
SCHMOLLER AND ADOLPH WAGNER RECONSIDERED

Edited by Jurgen G. Backhaus Marburg Metropolis-Verlag 1997

OTHER INFORMATION

CALL NO. 368.4 ESS
ACC. NO. 435443
PAGES xiv, 333 p.
SIZE 21cm.
ISBN 0043360777

Title 3:

**SUMMARIES OF PAPERS PRESENTED AT THE CONFERENCE ON LASERS AND ELECTRO-
OPTICS, MAY 8-13, 1994, ANAHEIM CONVENTION CENTER,
ANAHEIM, CALIFORNIA**

Sponsored by Optical Society of America, IEEE
Lasers and Electro-optics Society in cooperation with Quantum Electronics Division of the European Physical
Society, Japanese Quantum Electronics Joint Group.

Washington, DC
Optical Society of America
1994

OTHER INFORMATION:

CALL NO. 621.366
ACC NO. 365231
PAGES Xvi, 523p..
SIZE 28cm.
ISBN 155752341X

Title 4:**INDUSTRIAL APPLICATION OF BIOTECHNOLOGY****I.A. Krylov and G.E. Zaikov, editors**

Vol. 1 : Biosensoric express analyzers for systems of automatic control and monitoring of technological processes in alcohol production / A.E. Kitova, A.V. Kuzmichev and A.N. Reshetilov

Vol. 2 : Effects of light and nitrogen availability on growth and accumulation of arachidonic acid in the microalga parietochloris incisa/M.N. Merzlyak

Vol. 3 : The use of capillary electrophoresis for determination of dehydroshikimic acid in enzyme reaction mixtures for measuring of activity of shikimate dehydrogenase/A.E. Novikova

L. Rienner Publishers

New York Nova Science Publishers 2006

OTHER INFORMATION

CALL NO. 660.6
ACC. NO. 345672-4
SIZE 26 cm.
ISBN 1600210392

Title 5:

Journal of the New York Academy of Medicine
Vol. 12 No. 1 January 1920
New York
S. S. & W Wood

OTHER INFORMATION

CLASS NO. 610.1105

FIRST PUBLISHED IN 1971
FREQUENCY 4 per year
ISSN 0009-2258
HOLDINGS Library has all the volume

**BLIE-228 INFORMATION PRODUCTS AND SERVICES
TUTOR MARKED ASSIGNMENT**

Coverage:
Course: Information Products and Services

Course Code: BLIE-228

Blocks: 1 to 4
Units: 1 to 13

Assignment Code: AST/TMA/ Jul.2023/Jan.2024

Total Marks: 70

Part-1

Note: Answer all questions.

I) Answers the following questions in 250 words each (3X5= 15 Marks)

- 1) What do you mean by the expression 'information consolidation'? Discuss its processes (5)
- 3) What do you understand by Digest Service? Discuss its types and preparation steps (5)
- 3) Define the Web 2.0? Describe the features of Gurulib and Revish. (5)

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

- 1) What do you understand by web marketing mix? Discuss its tools (4)
- 2) What do you mean by Content Management System? Discuss its types. (4)
- 3) Define 'electronic document delivery system' and state its advantages and methods. (4)
- 4) Explain the need for information analysis and synthesis (4)
- 5) Differentiate between a library, information centre and information analysis centre. (4)

Part-2

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

a) Book

Authors	Murtha Baca, Patricia Harpring , Mcrae Elisa
Title	Cataloging Cultural Objects
Sub title	A Guide to describing Cultural Works and their images
Name of Publisher	American Library Association
Place of Publication	Santa Barbara, California, USA
Year of Publication	2022
Edition	2 nd
eISBN	978083899496: \$45

b) Chapter in a Book

Editor	Michael Nancy
Title of the Book	The concise AACR 2: Based on AACR2 2002 revision 2004 update fourth edition
Name of Publisher	American Library Association
Place of Publication	USA
Year of Publication	2006
Title of the Chapter	Less is more: a practical guide to cataloging school library collection
Author of the Chapter	Donna Baumbach
Pages	202-230

c) Video

Creator Name	Jaideep Sharma
Title of Video	Professional Education and Internship
UPLOADED BY	IGNOU
Day Month Year	27 July 2022
URL	https://www.youtube.com/watch?v=qkAiIWbDId4

d) Journal Article

Author	Nitesh Kumar Verma Maya Deori and Manoj Kumar Verma
Name of Journal	DESIDOC Journal of Library & Information Technology
Title of the article	Library Services During COVID-19: A Usability Analysis of Websites of the Central University Libraries in India
Volume number	42
Issue	06

Year of Publication	2022
Pages	331-353
DOI	djlit/article/view/18130/7880

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

The Indo-Pacific's defining relationship

Australian Prime Minister Anthony Albanese's first visit to India heralded an extraordinary strategic expansion in bilateral relations. Albanese developed close personal equations with Prime Minister Modi during this visit. It would be fair to predict that with Albanese visiting India again in the last quarter of the year, and PM Modi visiting Australia in May this year, 2023 would see extraordinary consolidation in the bilateral relationship.

At one level, the visit consolidated existing partnerships in promoting cultural ties, people-to-people contacts, educational and skilling collaboration, cooperation in science and technology, and bolstering trade and investment through the common understanding on upgradation of the existing Economic Cooperation & Trade Agreement (ECTA) to a Comprehensive Economic Cooperation Agreement (CECA). At another level, it placed focus on the Indo-Pacific through expanded security and defence cooperation keeping the Indo-Pacific squarely in mind. On board INS Vikrant, India's first indigenously built aircraft carrier, Albanese referred to India as Australia's 'top tier security partner' and the centrality of the Indian Ocean for both countries. For the first time, Australia would host Exercise Malabar, which would involve naval ships from India, the US, and Japan. Stepped up military exercises by Australian and Indian armed forces were also announced stressing their 'increasingly strategic importance' as both nations navigate the challenges of the region together. By Pradeep S Mehta & Amit Dasgupta.

(Source: [https://www.financialexpress.com/opinion/the-indo-pacifics-defining-relationship/3011123/\(17-03-2023\)](https://www.financialexpress.com/opinion/the-indo-pacifics-defining-relationship/3011123/(17-03-2023)))

ancialexpress.com/opinion/the-indo-pacifics-defining-relationship/3011123/(17-03-2023)

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. G20 New Delhi Summit 2023
2. Election 2023
3. The 2023 Union Budget of India

BLIE-229: ICT IN LIBRARIES
TUTOR MARKED ASSIGNMENT

Coverage:
Course: ICT in Libraries
Blocks: 1 to 2
Units: 1 to 8

Course Code: BLIE- 229
Assignment Code: AST/TMA/ Jul.2023/Jan.2024

Total Marks: 35

I) Answer all the questions in not more than 250 words each. (3*5=15Marks)

- 1) Define library automation. Discuss the evolution of library automation. (5)
- 2) Explain functional requirements for Serial control in ILS. (5)
- 3) Discuss the various evaluation critical while selecting an ILSs in detail. (5)

II) Write short notes on the following in not more than 200 words each. Each question carries marks. (10*2=20 marks)

- i. What is a request for proposal? How does it benefit library automation? (2)
- ii. Linked Open Data (LOD) (2)
- iii. Online Public Access Catalogue (OPAC) (2)
- iv. Write the benefits of using open source software packages (2)
- v. Workflow of Automated Circulation (2)
- vi. Describe unique features of Koha (2)
- vii. Audio/Video Compression (2)
- viii. Cataloguing tools (2)
- ix. Discuss the features of e-Granthalaya (2)
- x. Open Source Operating System

**BLIE-229: ICT IN LIBRARIES
PRACTICAL ASSIGNMENT**

Coverage:

Course: ICT in Libraries

Blocks: 1 to 2

Units:-1 to 8

Course Code: BLIE- 229

Assignment Code: AST/PRAC/ Jul.2023/Jan.2024

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.

- D) In Koha do the following activities: (20)
- a. Create 4 patrons in Koha
 - b. Enter details of five users in Koha
 - c. Enter bibliographic details of five books in Koha.
 - d. Issue four books to the users
 - e. Return 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)