

**BLIS**

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

**ASSIGNMENTS**

**For**

**July 2024 and January 2025 Sessions**



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

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**For July 2024 Session**

**31<sup>st</sup> March 2025**

**For January 2025 Session**

**30<sup>th</sup> September 2025**

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### **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 2024 session fails to submit her/his assignments till 30th March 2025, then s/he will have to attempt the fresh assignments of July 2024 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 2025 session fails to submit her/his assignments till 30th September 2025, 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 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 Code: BLI-221**

**Course: Library, Information and Society Assignment Code: AST/TMA/Jul.2024/Jan.2025**

**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 knowledge society. Discuss the characteristics of knowledge society. (10)
2. Describe the public library and its role in knowledge society. (10)
3. What do you mean by the term “library and information networks”? Discuss its characteristics and major components. (10)
4. State the aims and objectives of library associations. (10)

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

- 1 Discuss the implications of first law of library science. (5)
- 2 Explain the code of ethics in digital era. (5)
- 3 Discuss the objectives and activities of IFLA. (5)
- 4 Discuss the Model library and information services Act. (5)
- 5 Discuss the objectives and features of Consortium on Core electronic resources in Taiwan (CONCERT). (5)
- 6 Explain the internal objectives of ALA. (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.2024/Jan.2025**

**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) What do you understand by primary periodicals? Discuss its different types with suitable examples. (10)
- 2) Describe in detail the process of computer-based searching. (10)
- 3) Explain, how peripheral information professionals can perform the functions of information disseminators. (10)
- 4) Discuss in detail how will you conduct a user study? (10)

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

- 1) Discuss the role of international agencies as sources of information. (5)
- 2) Describe the different types of information needs. (5)
- 3) Differentiate between responsive and anticipatory services. (5)
- 4) Discuss the emerging trends in database services. (5)
- 5) Explain the criteria for evaluating a dictionary. (5)
- 6) Discuss the process of implementing marketing mix in library services. (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.2024/Jan.2025**

**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. Explain the rules in AACR-2R cataloguing of non-book materials. (10)
2. Describe the main structure and salient features of DDC 19<sup>th</sup> edition. (10)
3. Discuss the types and importance of notation, along with qualities of good notation. (10)
4. What do you meant by Dictionary Catalogue? Discuss its metrics and demerits. (10)

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

1. Discuss the various sections of a main entry of AACR-2R with illustrations. (5)
2. Discuss the structure of PRECIS indexing system. (5)
3. Define Canon of Recall Value. (5)
4. Discuss ALA Filing Rules for dictionary catalogue. (5)
5. Illustrate the need and purpose 'see' entries in a thesaurus. (5)
6. Define Corporate Author. Discuss its types. (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.2024/Jan.2025**

**Total Marks: 35**

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

- 1) Describe the architecture of a digital computer system with suitable illustrations. **(5)**
- 2) What is convergence? Explain service convergence in detail. **(5)**
- 3) Explain password design guidelines and authentication process. **(5)**

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

- 1) Simplex **(2)**
- 2) RFID **(2)**
- 3) Client-Server architecture **(2)**
- 4) storyboard for multimedia presentation **(2)**
- 5) Network topologies **(2)**
- 6) Web searching tools **(2)**
- 7) File system of Ubuntu **(2)**
- 8) Barcode Readers **(2)**
- 9) Steps in running a slide show **(2)**
- 10) Widgets **(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.2024/Jan.2025**

**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**  
**Blocks: 1 to 5**  
**Units: 1 to 18**

**CourseCode:BLI-225**  
**Assignment Code: AST-1/TMA/ Jul.2024/Jan.2025**

**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 interpersonal communication? Explain the barriers of interpersonal communication. (10)
- 2 Discuss how an excellent communicator can be an asset to any organizations. (10)
- 3 Describe the different styles of communication with examples. (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 listening barriers. How do overcome these barriers? (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 Write an essay on the role of body language communication? (5)
- 5 Explain the different between formal and informal writing. (5)
- 6 Explain how face-to-face communication differs from communication by email. (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.2024/Jan.2025**

**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. List the general principles of management. Explain how their application leads to efficiency in working of libraries (10)
2. List elements of HR planning. Explain the need for induction and deployment in libraries. (10)
3. Explain the implications of ICT developments on e-procurement and e-documents. (10)
4. Define 'TQM'. Discuss its application in library (10)

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

1. Binding of periodicals (5)
2. Maslow's Theory of hierarchy of needs (5)
3. Change management process (5)
4. POSDCORB (5)
5. Causes of Disaster (5)
6. Document Selection Principles (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.2024/Jan.2025**

**Total Marks: 70**

**Part 1: Classification Practice: DDC 19<sup>th</sup> 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.

<b>Sl. No.</b>	<b>Title to be Classified</b>	<b>Class Number Assigned</b>	<b>Digit by Digit analysis of the Class Number</b>
1.	Treatment of Arthritis in the Old Age		
2.	Handbook of Marketing Management		
3.	Statistics for Researchers		
4.	Lok Sabha Debates		
5.	Sikhs in Great Britain: A Sociological Study		

**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 MARCentry).
- 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:**

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**Format for MARC 21:**

Tag	Indicator	Description	Subfield	Data

**Title 1:**

Harper's Biochemistry

Robert K. Murray  
Daryl K. Granner  
Peter A. Mayes

23rd Edition

London Prentice - Hall 1993

## **OTHER INFORMATION**

CALL NO. 574.192 MUR  
ACC. NO. 73425  
PAGES x, 806p  
SIZE 24 cm.  
ISBN 0 - 8385 - 3658 - 1

### **Title 2:**

The practical approach series; 198

Immobilized Biomolecules in Analysis : a Practical Approach

Edited by

Tony Cass  
Frances S. Ligler  
Oxford Oxford University Press  
1998

## **OTHER INFORMATION**

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

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**Title 3:**

MATHEMATICAL CONVERSATIONS: SELECTIONS FROM THE MATHEMATICAL INTELLIGENCE

Compiled by Robin Wilson, Jeremy Gray

New York

Springer

2001

**OTHER INFORMATION**

CALL NO. 510  
MAT  
ACC. NO. 365231  
PAGES vi, 488 p..  
SIZE 26 cm.  
ISBN 0387986863

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**Title 4:**

Field Theory as a Conceptual Framework for Divorce Study

by Eddie C. Y. Kuo

Vol 1 : Divorce-Research.

Vol 2 : Field theory (Social psychology)

Singapore

Dept. of Sociology, University of Singapore

1974

**OTHER INFORMATION**

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CALL NO. 301.4284072 KUO  
ACC. NO. 345672-4  
SIZE 26 cm.  
ISBN 1600210392

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**Title 5:**

American Journal of Business Research  
Vol. 1 No. 1  
November 2008  
Cary, NC  
American Institute of Higher Education

**OTHER INFORMATION**

CLASS NO.	658.14
FIRST PUBLISHED IN	2008
FREQUENCY	Annual
ISSN	1934 - 6484
HOLDINGS	Library has all the volumes

**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 14**

**Assignment Code: AST/TMA/ Jul.2024/Jan.2025**

**Total Marks: 70**

**Part-1**

**Note: Answer all questions.**

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

- 1) Define Literature search. Discuss its search technique. (5)
- 2) What are the characteristics of Current Awareness Services? Describe its types. (5)
- 3) Discuss the role of marketing mix in marketing of information product and services in university libraries (5)

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

- 1) Write the name of any four information products with example. (4)
- 2) What are the main points for preparation of trend report? (4)
- 3) Explain the need for information analysis and consolidation. (4)
- 4) Discuss the steps involved in planning and preparing a technical digest. (4)
- 5) Write an essay on the trends in information analysis, repackaging and consolidation. (4)

**Part-2**

**III) Arrange the following given bibliographical information using the 7th edition of APA**

**standard. (5X3=15 Marks)**

<b>1. Book</b>	
Editors	Gunilla Widén , José Teixeira
Title	Information Literacy and the Digitalisation of the

	Workplace
Name of Publisher	Facet Publishing
Place of Publisher	United Kingdom
Place of Publication	1st Jun 2023
Dimensions	234mm x 156mm
Edition	1 <sup>st</sup>
<b>2. Government Document</b>	
Author	National Institute of Mental Health
Year	2024
Title	Clinical training in serious mental illness
Document number	<i>DHHS Publication No. ADM 90-1679</i>
Publisher and Place	<i>Washington, DC: U.S. Government Printing Office.</i>
<b>3. Television Broadcast</b>	
B M Important (Producer)	
<i>The nightly news hour</i>	
November 1, 1990	
New York, Central Broadcasting Service	
<b>4. Online Lecture Notes</b>	
Duality in consumer theory [PDF document].	
<i>A, Hallam</i>	
from Lecture Notes Online Website: <a href="https://www.econ.iastate.edu/classes/econ501/Hallam/index.html">https://www.econ.iastate.edu/classes/econ501/Hallam/index.html</a>	

## 5. Presentation Slides

Federal regulations of chemicals in the environment

K F Roberts

2024

<https://siri.uvm.edu/ppt/40henv/index.html>

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

National Education Policy 2020 emphasizes Education for the disadvantaged which includes Socioeconomically Disadvantaged Groups (SEDGs) broadly categorized based on gender identities, sociocultural identities, geographical identities, disabilities (including learning disabilities), and socioeconomic conditions. Education is a great leveler and is the best tool for achieving economic and social mobility, inclusion, and equality for becoming a constructive and productive citizen of the country. NEP, 2020 recommends Quality Universities and Colleges, a New and Forward-looking Vision for India's Higher Education System suggesting increased access, equity, and inclusion through a range of measures, Greater opportunities for outstanding public education, Scholarships by private/philanthropic universities for disadvantaged and underprivileged students, Extensive use of Online education, and Open Distance Learning (ODL) systems, Ensuring all infrastructure and learning materials accessible and available to learners with disabilities. It also emphasized that all communities and educational institutions - schools, colleges, universities, and public libraries be strengthened and modernized to cater to the needs and interests of all students, including students with disabilities.

Source:

[https://www.ugc.gov.in/pdfnews/0989282\\_Guidelines\\_for\\_Credit\\_Based\\_Course\\_on\\_Pedagogical\\_Aspects\\_for\\_Teaching\\_Divyangjans\\_Persons\\_with\\_Specific\\_Learning\\_Disabilities.pdf](https://www.ugc.gov.in/pdfnews/0989282_Guidelines_for_Credit_Based_Course_on_Pedagogical_Aspects_for_Teaching_Divyangjans_Persons_with_Specific_Learning_Disabilities.pdf)

**V) 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. Viksit Bharat @ 2047
2. Indian Election 2024
3. India's GDP

**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.2024/Jan.2025**

**Total Marks: 35**

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

- 1) Differentiate between automated and digital library system. (5)
- 2) Explain functional requirements for Serial control in ILS. (5)
- 3) Discuss the major features of Koha 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. OAI/PMH tools (2)
- II. LAMP Architecture (2)
- III. What do you mean by Pre-acquisition work? (2)
- IV. Write special features of NewGenLib. (2)
- V. Open Source Operating System (2)
- VI. What do you mean by 'Digitising'? (2)
- VII. Enumerate features of 5<sup>th</sup> generations ILS (2)
- VIII. Web 2.0 Compliant ILS (2)
- IX. Discuss the functional features of DSpace. (2)
- X. Workflow of Automated serial control. (2)

**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.2024/Jan.2025**

**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)