Bachelor's Degree Programme in Library and Information Science

ASSIGNMENTS

For

July 2025 and January 2026 Sessions

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

For July 2025 Session   **31st March 2026**

For January 2026 Session   **30th September 2026**

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 2025 session fails to submit her/his assignments till 30th March 2026, then s/he will have to attempt the fresh assignments of July 2025 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 2026 session fails to submit her/his assignments till 30th September 2026, s/he will have to attempt the fresh assignments of January 2026 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.2025/Jan.2026
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   (10)
   of an academic library.
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)

5   Discuss the implications of first law of library science.   (5)

6   Explain the concept of Right to information Act and its utility in libraries.   (5)

7   Discuss the objectives and activities of CeRA) Consortium for e-resources in Agriculture   (5)
   in brief.

8   Define "knowledge society". Explain the characteristics of knowledge society.   (5)

9   Discuss the objectives and functions of RRRLF.   (5)

10   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.2025/Jan.2026**
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 secondary periodicals? Discuss various types with of secondary periodicals with suitable examples.   (10)

2) Define the term 'Bibliography'. Discuss its various types with examples.   (10)

3) Explain, how peripheral information professionals can perform the functions of information disseminators.   (10)

4) Discuss, how media persons act as sources of information?   (10)

II)   **Answer the following questions in not more250 words each.(6X5= 30 marks)**

5) What do you mean by Conventional and Non-conventional documents? Describe with examples.   (5)

6) Describe in brief standards as sources of information.   (5)

7) Describe the concept of Information Literacy.   (5)

8) Discuss the role of extension workers as sources of information.   (5)

9) Describe in brief how you will plan a user study.   (5)

10) Describe the negative influences of mass media.

BLI-223: ORGANISING AND MANAGING INFORMATION
TUTOR MARKED ASSIGNMENT

Coverage: **Course Code: BLI-223**
Course: Organising and Managing Information Assignment Code:AST/TMA/ Jul.2025/Jan.2026
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 special features of the electronics version of the   DDC.   (10)

   3. Discuss the canons for arrays.   (10)

   4. What is a MARC Record? Discuss the format of 10 MARC 21 structure.   (10)

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

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

   6) Describe the qualities of Notation.   (5)

   7) Define the inner forms of a library catalogue.   (5)

   8) Discuss the Principle of context Dependency.   (5)

   9) What is a KOS? Discuss its characteristics.   (5)

   10) Describe the Semantic Web Activities of W3C.   (5)

BLI-224: ICT FUNDAMENTALS
TUTOR MARKED ASSIGNMENT

Coverage: **Course Code: BLI- 224**
Course: ICT Fundamentals   **Assignment Code: AST/TMA/ Jul.2025/Jan.2026**
Blocks: 1 to 4
Units: 1 to 15   **Total Marks: 35**

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

1) What is Operating system? Explain various features of a Linux based operating. Also make a   (5)
   comparison of ubuntu and windows.

2) Explain the advantages of LibreOffice over the other Office Suites. Also describe its various   (5)
   components.

3) What is malicious software? Describe in brief different categories of viruses.   (5)

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

4) Storage Devices   (2)

5) Von Neumann Computer Architecture   (2)

6) Communication Protocols   (2)

7) Printer   (2)

8) Star Topology   (2)

9) Internet Protocol (IP)   (2)

10) Types of Media   (2)

11) Types of Search Tools   (2)

12) Software in Multimedia Systems   (2)

13) Types of email account   (2)

BLI-224: ICT FUNDAMENTALS
PRACTICAL

Coverage: **Course Code: BLI- 224**
Course: ICT Fundamentals   **Assignment Code: AST/PRAC/ Jul.2025/Jan.2026**
Blocks: 1 to 4
Units: 1to 15   **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:

CourseCode:BLI-225
Course: Communication Skills   **Assignment Code: AST-1/TMA/ Jul.2025/Jan.2026**
Blocks: 1 to 5
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   Explain non-verbal communication. Discuss the role of body language in social and   (10)
     professional life.

2   "We have two ears and one mouth so that we can listen twice as much as we speak."-   (10)
     Elaborate the statement in the context of the importance of listening skills in personal,
     social and professional life.

3   Explain the different barriers in communication. Provide some suggestions how to   (10)
     overcome these barriers.

4   Explain the different styles of communication. Discuss why it is so important to adopt   (10)
     the right style of communication in our personal, social and professional life?

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

5   Types of communication.   (5)

6   Effective communication.   (5)

7   Steps in planning for presentation.   (5)

8   Importance of social skills   (5)

9   Public speaking   (5)

10   Tips for writing a resume   (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.2025/Jan.2026
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.   Enumerate the functions of management. Discuss 'directing' in detail.   (10)

2.   What do you understand by 'change management'? Explain the process of change   (10)
          management.

3.   Discuss accessioning policy and procedure highlighting the utility of accession   (10)
          record of library.

4.   Define 'budgeting'. Discuss in detail any two types of budgeting techniques.   (10)

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

5.   POSDCORB   (5)

6.   Barnard's Principles of Management   (5)

7.   Types of Change   (5)

8.   Maslow's Hierarchy of Needs   (5)

9.   Disaster Management   (5)

10.   Weeding   (5)

BLIE-227: DOCUMENT PROCESSING: PRACTICE
ASSIGNMENT

Coverage: **Course Code: BLIE-227**
Course: Document Processing Practice   **Assignment Code: AST/TMA/ Jul.2025/Jan.2026**
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.	Diagnosis of Intestinal Diseases in Old Aged People		
2.	German Readers for Punjabi Speaking People		
3.	Copyright law of Nigeria		
4.	Economic Assistance from China to Bangla Desh		
5.	Study and Teaching of Fine Art		

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:

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

Title 2:

The Native Races Of Asia And Europe : A Copious
Selection Of Passages For The Study Of Social
Anthropology From The Manuscript Notebooks Of
Sir James George Frazer
Arranged and Edited from the MSS
by
Robert Angus Downie.
New York
AMS Press
1975

OTHER INFORMATION

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

Title 4:

Fundamental University Physics
2ndEdition
Marcelo Alonso
Edward J. Firm
Vol 1 : Mechanics and Thermodynamics Vol 2 : Fields and Waves ✓Vol 3 : Quantum and Statistical Physics
Addison Wesley Publishing Company
Amsterdam
1980

OTHER INFORMATION
CALL NO. 530 ALO
ACC. NO. 43216-8
SIZE 25 cm.

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
HOLDING Library has all the volumes
ISSN 0009-2258

BLIE-228 INFORMATION PRODUCTS AND SERVICES
TUTOR MARKED SSIGNMENT

Coverage: **Course Code: BLIE-228**
Course: Information Products and Services

                                          Assignment Code: AST/TMA/ Jul.2025/Jan.2026

Blocks: 1 to 4
Units: 1 to 14   **Total Marks: 70**

Part-1

Note: Answer all questions.

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

1. Describe the steps involved in the process of information analysis and synthesis.   (5)

2. Differentiate between trend reports and technical digests.   (5)

3. How will you ascertain the topic of literature search from the reference query?   (5)

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

4. Describe the characteristics of Web 2. 0.   (4)

5. Discuss the different stages of web content development life cycle.   (4)

6. Explain the features of social networking websites.   (4)

7. Discuss how computer - based translation tools can speed up the translation process.   (4)

8. Describe in brief the features of Ariel, ILL software.   (4)

Part-2

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

a) Book	
Author	B.M.D Agrawal
Year	2016
Title	Right to Information
Publisher and Place	*New Delhi: The Publications Division (PD). Govt of India*

b) Government Document	
Author	Government of India
Year of Publication	2024
Title	India 2024: A Reference Annual
Name of Publisher	The Director General Publication Division, Ministry of Information and Broadcasting
Dimensions	234mm x 156mm
Place of Publisher	New Delhi
Edition	68th

c) Television Broadcast
Neil J. Smelser and Paul B. Baltes (Producer)
International Encyclopedia of the Social & Behavioral Sciences
2001
Elsevier Ltd

d) Online Lecture Notes

Planes of Work
Jaideep Sharma
from Lecture Notes Online Website: https://lms.ignouonline.ac.in/mod/page/view.php?id
e) Presentation Slides
Digital Empowerment & Capacity Building
Nageshwar Rao
2024
https://www.education.gov.in/sites/upload_files/mhrd/files/nep/TS12_1.pdf

10) Prepare an indicative abstract of the below mentioned text in not more than 50 words.

(5 Marks).

The National Digital Library of India (NDLI) is a significant digital initiative of the Ministry of Education, Government of India, developed and maintained by the Indian Institute of Technology (IIT) Kharagpur. It is a part of the National Mission on Education through Information and Communication Technology (NMEICT), aiming to make education accessible and inclusive for all sections of society. NDLI serves as a single-window platform that provides access to a wide range of learning resources including textbooks, articles, videos, theses, and simulation tools. These resources are sourced from national and international repositories and are made available in multiple languages, thereby catering to the diverse educational needs of users from different backgrounds and academic levels.

The genesis of NDLI dates back to April 2015, when Phase I was launched as a pilot project. It was followed by Phase II (2017–2021), which was extended due to the COVID-19 pandemic. Currently, Phase III (2021–2026) is underway. NDLI stands out as a transformative step towards digital empowerment in education. By integrating technology and open-access learning, it plays a vital role in fulfilling the vision of Digital India and bridging the digital divide across the country.

Source: (https://ndl.gov.in)

11) 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. Mahakumbh @ 2025
2. Regulating cryptocurrency in India
3. Viksit Bharat 2047

BLIE-229: ICT IN LIBRARIES
TUTOR MARKED
ASSIGNMENT

Coverage: **Course Code: BLIE- 229**
Course: ICT in Libraries Assignment Code: AST/TMA/ Jul.2025/Jan.2026 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 do 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. (10x2= 20 Marks)

4. Evolution of library automation. (2)

5. Authority control. (2)

6. NewGenLib. (2)

7. Principles of open source software. (2)

8. LAMP Architecture. (2)

9. Digital collections Vs Digital library. (2)

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

11. Live webcast. (2)

12. Features of DSpace. (2)

13. 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.2025/Jan.2026**
Blocks: 1 to 2
Units:-1 to 8   **Total Marks: 35**
Note: Answer all questions.

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)