

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

ASSIGNMENTS

For July 2014 and January 2015 Sessions



**Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068**

Dates for submission of Assignments

For July 2014 Session

31st March 2015

For January 2015 Session

30th September 2015

Where to Submit the Assignments

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

April, 2014

© Indira Gandhi National Open University, 2014

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068. or visit university's website <http://www.ignou.ac.in>

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by the Director, School of Social Sciences.

Printed at:

CONTENTS

	Page No.
Instructions for Assignments	4
MLI-101 : Information, Communication and Society	6
MLII-101: Information Sources, Systems and Services	8
MLI-102 : Management of Library and Information Centres	10
MLII-102 : Information Processing and Retrieval	12
MLII-103 : Fundamentals of Information Communication Technologies	14
MLII-104 : Information Communication Technologies-Applications	16
MLIE-101 : Preservation and Conservation of Library Materials	18
MLIE-102 : Research Methodology	20
MLIE-103 : Academic Library System	22
MLIE-104 : Technical Writing	24
MLIE-105 : Informetrics and Scientometrics	26
MLIE-106 : Public Library System and Services	28

INSTRUCTIONS FOR ASSIGNMENTS:

As part of MLIS Programme, each candidate has to do **one** Tutor Marked Assignment (TMA), and a seminar/practical in each of the six core courses and two electives selected by her/him.

Assignment and seminar/practical carry 30% weightage each in the continuous evaluation of a course. The term-end examinations carry 70% weightage.

The assignments as well as seminars/practicals will be evaluated at the study centre and the respective percentage (30 per cent) of marks will be added to their percentage of marks obtained at the term-end examination. Each candidate will have to complete assignments as well as participate in the seminars/practicals in order to qualify for the term-end examination. Candidates are, therefore, advised to take assignments and the seminars/practicals seriously, complete the assignments in time and ensure their participation in the seminars/practicals.

Note: You can write your assignments in English as well as in Hindi medium.

Instructions for Tutor Marked Assignments

- 1) *The validity of the assignment is ONE YEAR. Those who take admission in January session or July session have to attempt the assignments for that session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of January 2015 session fails to submit her/his assignments till 30th September 2015, s/he will have to attempt the fresh assignments of January 2016 session). Similarly, those who take admission in July session have to attempt the assignments of July session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of July 2015 session fails to submit her/his assignments till 31st March 2015, s/he will have to attempt the fresh assignments of July 2016 session).*
- 2) Write your Enrolment Number, Name, Full Address and Date of Despatch at the top right-hand corner of the first page of your answer sheet.
- 3) Write the Programme Title/Code, Course Title/Code, Assignment Number and Name and Code of the Study Centre on the left-hand corner of the first page of your answer sheet.

The top of the first page of your answer sheet for each assignment should be as follows:

Programme Title/Code	Enrolment No.
Course Title/Code	Name
Assignment Number	Address
Study Centre (Code)
Study Centre
	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 you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grade/marks.
- 5) As far as possible students are advised to give the relevant points from the course material and elaborate their answers and explanation in their own language instead of reproducing the language of the course materials. ***Do not reproduce your answers from the units. If you reproduce from units, you will get a zero.***
- 6) Do not copy from the answer 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 your answers, ordinary writing paper, neither too thick nor too thin, will do.
- 9) Leave 3" margin on the left and at least 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments in appropriate places. Write question number with each answer.
- 10) The evaluated assignments will be returned to you by the Coordinator of your Study Centre. This will enable you to improve in your future assignments as well as in the term-end examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator/Programme In-charge of the Study Centre allotted to you.

For sample Term End Examination question papers of previous years, please visit:

http://www.ignou.ac.in/prevyrapapers/pyq_papers.htm

MLI-101: Information, Communication and Society

Tutor Marked Assignment

Coverage:
Units: 1-16

Course Code: MLI-101
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 50

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

1.1 Define information. Describe the factors contributing to the enhancement in the value of information.

OR

1.2 Discuss the role of institutions in the knowledge-based economy.

2.1 Give the definition of knowledge as understood in the context of knowledge management. Enumerate the modes of formation of subjects as propounded by Ranganathan.

OR

2.2 What do you understand by the concept of communication? Discuss the elements of communication process.

3.1 Discuss the impact of IT on libraries, information systems and services. Justify how Indian society is drifting into an information and knowledge society.

OR

3.2 Explain the functions of knowledge professionals. Give justification why library and information science professionals can be considered as knowledge professionals.

4.1 What do you understand by information economy? Give your appreciation on the relevance and value of information/knowledge economy to library and information studies.

OR

4.2 In your opinion, what are the different facets of human resources that need attention in formulating a National Information Policy? Discuss the role of a knowledge professional in knowledge management.

5.0 Write short notes on **any two** of the following:

- a) Data, Information and Knowledge
- b) Knowledge Society
- c) Information Policy
- d) Impact of information on research and development

MLI-101: Information Communication and Society

Seminar

Coverage:
Units: 1-16

Course Code: MLI-101
Assignment Code: AST/SEM/Jul.2014-Jan.2015
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

MLII-101: Information Sources, Systems and Services
Tutor Marked Assignment
(TMA)

Course Code: MLII-101

Coverage:
Units: 1-19

Assignment Code AST/TMA/Jul.2014/Jan.2015
Total Marks:50

Answer all questions.

1.1 Discuss the different types of information institutions and their functions

OR

1.2 What is meant by a data centre? Discuss its functions and services. How do different types of data centres provide these services?

2.1 Explain the need for information analysis and consolidation. Discuss the objectives and the process of information consolidation.

OR

2.2 Mention the various forms in which storage media can be grouped. Explain any one of them in detail.

3.1 Discuss some of the information systems and programmes in the field of social sciences.

OR

3.2 Enumerate the different types of information disseminators. Describe the functions of each of them.

OR

4.2 What do you understand by them “Information Intermediaries”? Discuss their characteristics and functions.

5.0 Write short notes on **any two** of the following:

- a) Clearing houses
- b) ICSU
- c) UNESCO
- d) Mobile agents

**MLII-101: Information Sources, Systems and Services
Practical**

Coverage:	Course Code: MLII-101
Units: 1-19	Assignment Code: AST/PRAC/ Jul.2014/Jan.2015
	Total Marks: 50

Broad areas on which practical are to be conducted are given below:

- | | |
|---|----|
| 1) Development of a CAS product. | 25 |
| 2) Acquaintance with finding the names of E-Resource providers on different topics. | 10 |
| 3) Identification of the activities of library and information network at national and international level. | 15 |

Note: Further details about the practical will be provided by the concerned counselor.

**MLI- 102: Management of Library and Information Centres
Tutor Marked Assignment**

Course Code: MLI-102

Coverage:

Assignment Code: AST/SEM/ Jul .2014- Jan. 2015

Units: 1-18

Total Marks: 50

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

1.1 Show your acquaintance with Henry Fayol's fourteen principles. How far are these principles applicable to library management?

OR

1.2 Define the concept of Total Quality Management (TQM). How TQM is being implemented in a library and information centre?

2.1 Describe library as a system and explain system analysis in detail.

OR

2.2 Discuss the characteristics and benefits of an effective Management Information System (MIS) and explain its relevance in managing library and information centres.

3.1 Enumerate the theories of leadership. Discuss contingency and Path-Goal theory of leadership.

OR

3.2 What is Human Resources Management? State the need and elements of Human Resources Planning.

4.1 Discuss the need and advantages of a budgetary control system. State the reasons for budgetary control process in information centers.

OR

4.2 Explain attributes of information, which makes it a marketable commodity.

5.0 Write short notes on **any two** of the following:

- a) Resistance to change
- b) PERT
- c) Recent techniques of budgeting
- d) E-Marketing

**MLI-102: Management of Library and Information Centres
Seminar**

Course Code: MLI-102

Coverage:

Assignment Code: AST/SEM/ Jul .2014- Jan. 2015

Units: 1-18

Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

**MLII-102: Information Processing and Retrieval
Tutor Marked Assignment**

Course Code: MLII-102

Coverage:

Assignment Code: AST/SEM/ Jul2014- Jan.2015

Units: 1-19

Total Marks: 50

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

1.1 Discuss the role of a thesaurus as a vocabulary control device. Explain its functions and steps involved in thesaurus construction.

OR

1.2 Discuss the salient features of CC and briefly explain the notational system used in CC with special reference to CC 7th edition.

2.1 What is an indexing system? Example POPSI as an indexing model.

OR

2.2 What do you understand by bibliographic description? Discuss the need for standards for bibliographic record format.

3.1 Describe a markup language. Distinguish between the general features of HTML and XML.

OR

3.2 Explain content development and discuss the major guidelines for web content development.

4.1 Examine the purpose of evaluation of ISAR systems and the criteria of assessing its performance.

OR

4.2 Differentiate between search process and search strategy and explain different search techniques used in information retrieval process.

5.0 Write short notes on **any two** of the following:

- a) Broad System of Ordering (BSO)
- b) Recall and Precision
- c) The International Standard Bibliographic Description (ISBD)
- d) Expert System

**MLII-102: Information Processing and Retrieval
Practical**

Course Code: MLII-102

Coverage:

Assignment Code: AST/SEM/ Jul.2014- Jan.2015

Units: 1-19

Total Marks: 50

Broad areas on which the practical are to be conducted are given below:

- | | |
|--|----|
| 1) a) Creation of a database using CDS/ISIS. | 25 |
| b) Creation of index to the above database by using CDS/ISIS. | |
| c) Generation of catalogue data according to AACR-2R (either print or display). | |
| 2) XML coding and creation of a web page. | 15 |
| 3) Database searching (online/offline) for creation of a bibliography on a particular topic. | 10 |

Note: Further details about the practical will be provided by the concerned counsellor.

**MLII-103: Fundamentals of Information Communication Technologies
Tutor Marked Assignment**

Coverage:
Units:1-14

Course Code:MLII-103
Assignment Code: AST/TMA/Jul. 2014-Jan. 2015
Total Marks: 50

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

1.1 Explain the meaning of computer architecture and describe the main components of a computer system and their functioning.

OR

1.2 What is meant by programming? Describe the features of different programming languages.

2.1 What is the concept of convergence in the context of networked electronic information society and the trends which are noticed in service convergence.

OR

2.2 What is meant by E-publishing and network publishing? Describe the advantages of E-Journals and distribution methods of its different types.

3.1 What do you understand by the terms 'Reprography' and 'Micrography'? Discuss micrographics as an interfacing technology in library and information management.

OR

3.2 Discuss the concept of bibliographic utility networks and describe the various ways of functioning of such networks?

4.1 Explain the need for library and information networking in India. What are the functions and services that may be expected from such networks?

OR

4.2 Write an essay on different types of communication networks

5.0 Write short notes on **any two** of the following:

- a) Linux
- b) ISDN
- c) Multimedia and its characteristics
- d) RLIN and its services

**MLII-103: Fundamentals of Information Communication Technologies
Practical**

Coverage:
Units: 1-14

Course Code: MLII-103
Assignment Code: AST/PRAC/ Jul.2014-Jan.2015
Total Marks: 50

Broad areas on which practical are to be conducted are given below:

- | | | |
|----|---|----|
| 1) | Acquaintance with different parts of a computer and telecommunication technology used for networking. | 15 |
| 2) | Various MS-DOS commands. | 15 |
| 3) | Various functions of Windows Operating System. | 15 |

Note: Further details about the practical will be provided by the concerned counsellor.

**MLII-104: Information Communication Technologies - Applications
Tutor Marked Assignment**

Coverage:
Units:1-16

Course Code: MLII-104
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 50

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

1.1 Enumerate the different types of data models. Discuss in detail any one of them.

OR

1.2 What do you understand by search strategy? Explain the different methods of searching a database.

2.1 Discuss the functional requirements of a library automation software.

OR

2.2 'A computerised library circulation system enables better control over the documents.' Discuss and validate the statement.

3.1 What are the advantages of digitisation? Explain how would you plan and implement digitisation in a library.

OR

3.2 Enumerate the different web browsers. Describe any two of them.

4.1 Write an essay on digital reference services.

OR

4.2 Differentiate between the different types of search engines. Explain how would you evaluate a search engine.

5.0 Write short notes on **any two** of the following:

- a) Alerting Service
- b) Expert Systems
- c) Document Delivery Services
- d) Listserv

**MLII-104: Information Communication Technologies-Applications
Practical**

Coverage:	Course Code: MLII-104
Units: 1-16	Assignment Code: AST/PRAC/Jul.2014-Jan.2015
	Total Marks:50

Broad areas on which the practical are to be conducted are given below:

- | | | |
|----|--|----|
| 1) | Searching, using different search options, databases that have been created using WINISIS. | 10 |
| 2) | Selecting a news alert service from Internet and becoming its member. | 10 |
| 3) | Using and evaluating search engines. | 15 |
| 4) | Creation of e-mail accounts and related activities such as, sending-receiving mails, attaching files, etc. | 15 |

Note: Further details about the practical will be provided by the concerned counsel

**MLIE-101: Preservation and Conservation of Library Materials
Tutor Marked Assignment**

Coverage:
Units: 1-15

Course Code: MLIE-101
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 50

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

1.1 Distinguish between preservation and conservation. Discuss in brief the basic conservation methods that libraries can adopt as a part of their regular library activity.

OR

1.2 Write an essay on the evolution of writing materials in India.

2.1 Discuss the role of International Committee of the Blue Shield (ICBS) in disaster management.

OR

2.2 What are micro organisms? Discuss the damages caused by them to library materials.

3.1 Discuss the inherent characteristics of palm leaf manuscripts and the preservation methods required for them.

OR

3.2 What do you understand by reinforced binding? Describe the materials used for binding of library materials.

4.1 What do you understand by microforms? Discuss the advantages and disadvantages of microfilms.

OR

4.2 Discuss the importance of digitisation of library material from the preservation point of view.

5.0 Write short notes on **any two** of the following:

- a) Fumigation process
- b) Advantages of digitisation
- c) De-acidification
- d) Stain removal process

**MLIE-101: Preservation and Conservation of Library Materials
Seminar**

Coverage:
Units: 1-15

Course Code:MLIE-101
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

MLIE-102: Research Methodology
Tutor Marked Assignment

Course Code: MLIE-102

Coverage:
Units: 1-18

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Total Marks: 50

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

1.1 What do you understand by scientific method? Discuss Rangnathan's Spiral of scientific Method.

OR

1.2 Describe the sources used in historical research. Discuss two examples for historical research in library and information science.

2.1 Describe the procedure of sampling and the different types of sampling.

OR

2.2 Describe the different types of data presentation methods with examples.

3.1 What are the different types of questionnaires? Discuss the types of questions and format for a questionnaire

OR

3.2 Describe in detail the process of conducting an interview.

4.1 Enumerate the different types of research plans. Discuss its structure giving an example.

OR

4.2 Explain the usefulness and significance of a research report. Enumerate its types? Explain its drafting with an example

5.0 Write short notes on **any two** of the following:

- a) SPSS
- b) Hypothesis
- c) Applied Research
- d) Case Study

**MLIE-102: Research Methodology
Seminar**

Coverage:
Units: 1-18

Course Code: MLIE-102
Assignment Code: AST/TMA/Jul2014-Jan.2015
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

MLIE-103: Academic Library System
Tutor marked Assignment

Coverage:
Units: 1-14

Course Code: MLIE-103
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 50

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

1.1 Describe different types of library committees mentioning their role in collection development.

OR

1.2 Discuss the impact of technology on services of libraries.

2.1 Explain the various methods of preparing library budget. Which method is appropriate for university library and why?

OR

2.2 Write an essay on academic library movement in India during 20th Century.

3.1 Explain the various aspects related with personnel management. How does an organisation implement job evaluation methods in its library?

OR

3.2 Write a detailed note on collection development policy in modern libraries.

4.1 Discuss the role of book selection in an academic library. Describe various factors and points to be considered while selecting books for a library.

OR

4.2 What is resource sharing? Discuss the importance and utility of resource sharing in libraries. Give the outline of recent trends in resource sharing.

5.0 Write short notes on **any two** of the following:

- a) Library consortia
- b) INDEST
- c) Shelf rectification
- d) Cost of Library Services

**MLIE-103: Academic Library System
Seminar**

Coverage:
Units: 1-14

Course Code: MLIE-103
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

MLIE-104: Technical Writing
Tutor Marked Assignment

Course Code: MLIE-104

Coverage:

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Units: 1-14

Total Marks: 50

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

1.1 Explain the expression “writing situations and target groups” with the help of suitable examples.

OR

1.2 Prepare a draft for promotional literature indicating the services available in a modern library.

2.1 Define a paragraph and briefly discuss its different types.

OR

2.2 Enumerate the components of a technical report. Prepare an outline of an annual report of a library.

3.1 Explain why tables, graphics and bibliographical references are required in S and T manuscripts.

OR

3.2 What are the functions of an editor? Discuss the skills, which an editor should have to carry out these functions.

4.1 What do you understand by peer review? Explain the process of peer review in the editorial office of a research journal.

OR

4.2 List the different types of editorial tools required by editors for editing work. Briefly discuss the purposes for which these are needed.

5.0 Write short notes on **any two** of the following:

- a) Characteristics of human language
- b) Readability formulae
- c) Mechanics
- d) Electronic communications

**MLIE-104: Technical Writing
Seminar**

Course Code: MLIE-104

Coverage:

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Units: 1-14

Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the Study Centre.

MLIE-105: Informetrics and Scientometrics
Tutor Marked Assignment

Course Code: MLIE-105

Coverage:

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Units: 1-18

Total Marks: 50

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

1.1 What is meant by a scale? Describe its different types.

OR

1.2 Explain the concept of informativeness and the use of informativeness measures in Library and Information Science.

2.1 Define Bradford's Law and discuss its implications in various library and information activities.

OR

2.2 What is meant by sociology of science? Discuss different scientometric approaches to sociology of science.

3.1 'Citation counting is a versatile tool in journal selection'. Elaborate the statement.

OR

3.2 Discuss the concept of obsolescence of literature and its patterns.

4.1 What are the different measures of central tendency? Discuss their advantage and disadvantages?

OR

4.2 What is cluster analysis? Describe different types of agglomerative clustering methods.

5.0 Write short notes on **any two** of the following:

- a) Zipf's Law
- b) Coefficient of Variation
- c) Journal-to-Journal Citation Maps
- d) Human resource indicators

**MLIE-105: Informetrics and Scientometrics
Seminar**

Coverage
Units: 1-18

Course Code: MLIE-105
Assignment Code: AST/SEM/ Jul.2014-Jan.2015
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the programme guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme guide. The performance of the student will be evaluated at the study centre.

MLIE-106: Public Library System and Services
Tutor Marked Assignment

Coverage:
Units: 1-17

Course Code: MLIE-106
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 50

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

1.1 “The state government is the principal agency responsible for promoting and development of public libraries in India.” Discuss the statement.

OR

1.2 Explain the role of Department of Culture, Govt. of India, and Raja Rammohun Roy Library Foundation in the development of public libraries in India.

2.1 Discuss the different aspects to be kept in mind while preparing a plan document for public library tasks.

OR

2.2 Explain briefly the present trends of financing public libraries in India.

3.1 Discuss the role of human resources in organising library activities.

OR

3.2 Describe the main considerations that need to be adhered to, while planning the interiors of the public library buildings.

4.1 Explain the organisation of the different sections of a public library.

OR

4.2 Discuss the role of ICT in improving services of public libraries.

5.0 Write short notes on **any two** of the following:

- a) Book mobiles
- b) Mission of the public libraries
- c) Children’s libraries
- d) Public libraries and the society

MLIE-106: Public Library System and Services

Seminar

Coverage:
Units: 1-17

Course Code: MLIE-106
Assignment Code: AST/SEM/Jan.2014-Jul.2015
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.