

PGDLAN

**Post Graduate Diploma
in
Library Automation and Networking**

**Assignments
For January 2014 and July 2014 Sessions**



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

DATES FOR SUBMISSION OF ASSIGNMENTS

FOR JANUARY SESSION

30th September 2014

FOR JULY SESSION

31st March 2015

WHERE TO SUBMIT THE ASSIGNMENTS

**Kindly submit your assignments at the
concerned Study Centre/TLC within the
due dates as mentioned above**

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INSTRUCTIONS FOR ASSIGNMENTS

As a part of PGDLAN Programme, each candidate has to do two Tutor Marked Assignments (TMAs), in all the seven courses except course MLIP – 008: Project. These TMAs comprise theoretical as well as practical assignments.

Assignments carry 20% weightage in the continuous evaluation process of a course. The term-end examinations carry 80% weightage.

The assignments will be evaluated by the Counsellors at the TLCs and the respective weightage of marks will be added to their percentage of marks obtained at the term-end examination. Each candidate will have to complete assignments in order to appear in the term-end examination. Candidates are, therefore, advised to take assignments seriously and submit them in time.

INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS

- 1) *The validity of the assignment is ONE YEAR. 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 2013 session fails to submit his/her assignments till 30th September 2013, he/she will have to attempt the fresh assignments of January 2014 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 July session (e.g. if a student of July 2013 session fails to submit his/her assignments till 31st March 2014, he/she will have to attempt the fresh assignments of July 2015 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, Course Title, Assignment Number, Code and Place of the Study Centre (TLC) 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	Enrolment No.
Course Code & Title.....	Name
Assignment Number	Address
Study Centre/TLC (Code).....
Study Centre/TLC..... (Place)
.....	Date

Note: Candidates are required to follow this format strictly otherwise the assignments will not be evaluated.

- 4) Your answer sheet should be complete in all respects. Make sure that you have answered all the questions in assignments before you submit them. Incomplete answer sheets will lead to poor marks.
- 5) As far as possible students are advised to give the relevant points from the course material and elaborate their answers and explanations in their own language instead of reproducing the language of the course materials.
- 6) You are advised not to copy from the study material while attempting the assignments. In case **it is found that the assignments have been copied from study material, you will be awarded zero marks.**
- 7) Avoid copying from the answer sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 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 for each answer.
- 10) The Coordinator of your Study Centre/TLC will return the evaluated assignments to you. This will also include a copy of assessment sheet 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 in the term-end examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator / Programme In-charge of the Study Centre/TLC allotted to you.

PRACTICAL ASSIGNMENTS

Assignment No. 2 of each course (TMA – P), which is for practical, is to be carried out at Study Centres/ TLCs. These have to be submitted/shown to the concerned counsellors.

MLI-001: Introduction to Computers
TMA-Theory

Coverage:
Course: Introduction to Computers
Blocks: 1 to 3
Units: 1 to 9

Course Code: MLI- 001
Assignment Code: AST/TMA–T/Jan. &Jul.2014

Total Marks: 50

I) Answer *any two* of the following questions in *not more than 1000 words each*.

- 1) Explain the roles of the different components of a computer system. (15)
- 2) Discuss how acquisition process can be automated. (15)
- 3) Describe the process of file and folder management in MS Windows operating system. (15)

II) Answer *any four* of the following questions in *not more than 500 words each*.

- 1) Describe main features of primary memory. (5)
- 2) Describe in brief different types of displays in visual output devices . (5)
- 3) Explain the features of any one web browser. (5)
- 4) Describe in brief the steps of building a spreadsheet. (5)
- 5) List five commands of UNIX operating system and explain function of each. (5)
- 6) Describe the process of creating tables in MS Access. (5)

MLIL-001: Introduction to Computers
TMA – Practical

Coverage:

Course Code: MLIL- 001

Course: Introduction to Computers

Assignment Code: AST/TMA–P/ Jan. &Jul.2014

Blocks: 1 to 3

Units: 1 to 9

Total Marks: 50

General Instructions for Practical Assignment:

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre.
- ii) You are required to do the practical assignment in the Study/Tele Learning Centre. Evaluation of the assignment will be done by the Counsellor/Practical Supervisor on the spot.
- iii) 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.
- iv) All questions are compulsory.

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- 1) Perform the following activities: (10)
 - A) DOS:
 - (i) Make a directory named MYDIR
 - (ii) Delete MYDIR directory/
 - (iii) Change your computer from C to A
 - B) WINDOWS:
 - (i) Remove an item from the start menu
 - (ii) Create a shortcut of MS-Excel on desktop
 - (iii) Set a screen saver showing your name
 - (iv) Put your computer in standby mode
 - C) UNIX:
 - (i) View status of processes running on the system
 - (ii) Terminate one of the running processes by using 'kill' command
 - (iii) Activate UNIX manual for 'Is' command
 - 2) Prepare a MS Word document containing both text and table, also add header and footer to it. (10)
 - 3) Prepare a Power Point presentation consisting of 05 slides having text and animation. Apply different design templates, charts and slide transition effects for each slide. (10)
 - 4) Create a file in MS-EXCEL containing names of 10 students with their marks In five subjects. Add a chart to present this data. (10)
 - 5) Prepare a database in MS-Access of twenty users for circulation section of a Library. (Details will be provided by the Counsellor/ Supervisor). (10)

**MLI-002: Library Automation
TMA-Theory**

Coverage
Course: Library Automation
Blocks: 1 to 4
Units: 1 to 14

Course Code: MLI-002
Assignment Code: AST/TMA-P/Jan & July2014

Total Marks: 50

- I) Answer *any two* of the following in *not more than 1000 words each*.
- 1) “Library Automation reduces cost and increases efficiency in providing better library and information services and products”. Explain. (15)
 - 2) Discuss the functions of circulation system of a library in an automated environment. (15)
 - 3) Briefly explain the computerised information services that can be provided in libraries. Bring out the difference between CAS and SDI services. (15)
- II) Answer *any four* of the following in *not more than 500 words each*.
- 1) Discuss the importance of feasibility studies in library automation. (5)
 - 2) Briefly explain the meaning of UNIMARC and describe its structure. (5)
 - 3) What do you mean by retro-conversion? Discuss merits and demerits of retro-conversion by direct data entry. (5)
 - 4) Describe the reports that can be generated in an automated acquisition system. (5)
 - 5) Discuss the role of libraries in knowledge management. (5)
 - 6) Explain the criteria for evaluation of a document delivery system. (5)

MLI-002: Library Automation
TMA – Practical

Coverage

Course Code: MLIL-002

Course: Library Automation

Assignment Code: AST/TMA-P/Jan. & July 2014

Blocks: 1 to 4

Units: 1 to 14

Total Marks: 50

General Instructions for Practical Assignment:

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre.
 - ii) You are required to do the practical assignment in the Study/Tele Learning Centre. Evaluation of the assignment will be done by the Counsellor/Practical Supervisor on the spot.
 - iii) 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.
 - iv) All questions are compulsory.
-

- 1) Create a database of ten records of books requested by users for acquisition. Approve five of these and place order for these. Receive and accession. (15)
- 2) Catalogue the five records and search for them by subject. Generate spine labels for the records catalogued. (10)
- 3) Create database for 10 New Members and issue one book each to two of them and reserve one book each for another two of them. (15)
- 4) Create a database of five records of serials requested by users for acquisition. Approve two of these and place order for these. Receive and catalogue. (10)

NB: The questions are based on the software package SOUL, which will be made available to you at the Study Centre/Tele Learning Centre.

MLI-003: Information Systems
TMA-Theory

Coverage
Course: Information Systems
Blocks: 1 to 4
Units: 1 to 14

Course Code: MLI-003
Assignment Code: AST/TMA-T/ Jan. & July 2014

Total Marks: 50

- I) Answer **any two** of the following in **not more than 1000 words each**.
- 1) Define the concept 'information retrieval system'. Describe the models of information retrieval. (15)
 - 2) Discuss the structure, design and development of a Management Information System (15)
 - 3) Define Expert Systems. Describe in detail their structure and major components. (15)
- II) Answer **any four** of the following in not more than 500 words each.
- 1) Describe the role of a system analyst. (5)
 - 2) Discuss the major issues involved in developing digital libraries. (5)
 - 3) Describe briefly different techniques of Boolean search. (5)
 - 4) Explain the steps involved in system design process. (5)
 - 5) Explain the concept of key in data management. (5)
 - 6) Describe the basis of artificial intelligence and the key areas of its application. (5)

**MLI-003: Information Systems
TMA-Practical**

Coverage

Course: Information Systems

Blocks: 1 to 4

Units: 1 to 14

Course Code: MLIL-003

Assignment Code: AST/TMA-P/ Jan. & July 2014

Total Marks: 50

General Instructions for Practical Assignment:

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre.
- ii) You are required to do the practical assignment in the Study/Tele Learning Centre. Evaluation of the assignment will be done by the Counsellor/Practical Supervisor on the spot.
- iii) 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.
- iv) Attempt the questions using SQL commands or MS – Access.
- v) All questions are compulsory.

-
- 1) Design a blank database “LIBRARY” using MS-ACCESS and add to it the following tables: (15)

- (i) JOURNALS
- (ii) VENDORS

Add the following fields in the ‘JOURNAL table in the ‘Design View’

- (a) JOURNAL_ID Auto Number
- (b) JOURNAL_TITLE Text 255 Null Not Allowed
- (c) JOURNAL_SPONSOR Text 255 Null Not Allowed

Now add 15 records in it using Data Sheet View.

- 2) Add the following fields in the Table ‘SUBJECT’ – SUBJECT_ID, SUBJECT_NAME, AUTHOR_ID. Add 15 records in the table. (15)
- 3) Make a relationship of JOURNAL_ID field in VENDORS table to the JOURNALS table using ‘Look Up Wizard’ in Design View. (5)
- 4) Design E-R diagram for the database ‘DOCUMENTS’ to show relationship among the tables. (5)
Add 15 records in VENDORS table in Data Sheet View. (10)

MLI-004: Networking and Internet Technology
TMA-Theory

Coverage

Course Code: MLI-004

Course: Networking and Internet
Technology

Assignment Code: AST/TMA-T/Jan.&Jul.2014

Blocks: 1 to 3

Units: 1 to 13

Total Marks: 50

I) Answer **any two** of the following in **not more than 1000 words each**.

- 1) What do you understand by OSI model? Describe the functions of ISO/OSI model in network architecture. (15)
- 2) Explain the different types of protocols used in Internet with examples. (15)
- 3) What is data network? Enumerate the existing data networks in India. Explain the activities and the services of any two of them. (15)

II) Answer **any four** of the following in **not more than 500 words each**.

- 1) Differentiate between Internet, Intranet, and Extranet. (5)
- 2) What do you mean by network software? Explain the client-server architecture with examples. (5)
- 3) State the features of inter-library loan protocol standards. (5)
- 4) Explain the search process of Z39.50. (5)
- 5) What is a search engine? Discuss the different categories of search engines. (5)
- 6) Describe the features of different standards used for creating web documents. (5)

**MLI-004: Networking and Internet Technology
TMA-Practical**

Coverage

Course Code: MLIL-004

Course: Networking and Internet
Technology

Assignment Code: AST/TMA-P/ Jan. & Jul. 2014

Blocks: 1 to 3

Units: 1 to 13

Total Marks: 50

General Instructions for Practical Assignment:

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre.
 - ii) You are required to do the practical assignment in the Study/Tele Learning Centre. Evaluation of the assignment will be done by the Counsellor/Practical Supervisor on the spot.
 - iii) 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.
 - iv) All questions are compulsory.
-

- 1) Perform the following tasks in Windows:
 - a) Configure TCP/IP using your local server and machine IPs. (5)
 - b) Create a folder in My Documents and protect it from viewing. (5)
- 2)
 - a) Find out the processor speed and the amount of RAM that your computer has. (5)
 - b) Check out the current video resolution and video adapter of your computer. (5)
- 3)
 - a) Identify different components of the following URL and E-mail account.
 - (i) <http://www.youtube.com/watch?v=vRRnLZJ-LGM> (3)
 - (ii) <http://www.nus.edu.sg/> (3)
 - b) Create an e-mail account for yourself in 'gmail' and one more hotmail account in the name of your choice. Search some journal articles on "social networking" from CSIR e-journals consortium, and send the search results to hotmail account as an attachment. Save the mail address of hotmail in your contact list and move the mail from inbox to a folder 'Literature Review' in your account. (10)

4)

- a) Register yourself as member of “PubMed” database and find out a list of journals containing the term ‘urology’ from database. Save a few items in My NCBI and send the same to your friend through email. (10)
- b) Visit IFLA website and find out the activities and services of IFLA and document it. (4)

MLI-005: Internet Resources
TMA-Theory

Coverage
Course: Internet Resources
Blocks: 1to2
Units:1 to 7

Course Code: MLI-005
Assignment Code: AST/TMA-T/Jan.&Jul.2014

Total Marks:50

- I) Answer *any two* of the following in *not more than 1000 words each*.
- 1) Name some of the important software tools for developing a meta resource site. Describe the features of ht:/Dig in this context. (15)
 - 2) Define Internet information resources. What are the types of primary information resources available on the Internet? Discuss with the help of suitable examples. (15)
 - 3) What is meant by a digital library? Describe the methods of organising digital objects in a digital library. (15)
- II) Answer *any four* of the following in *not more than 500 words each*.
- 1) Describe any three meta resources covering the areas of library and information science and social sciences. (5)
 - 2) Explain the pricing models of journals which are made available through the Web. (5)
 - 3) Briefly explain the components of a digital library. (5)
 - 4) What do you understand by Campus Wide Information System (CWIS)? Discuss CWIS in the area of S&T with suitable examples. (5)
 - 5) Explain the usefulness of Discussion Forums/Discussion Lists/Usenet/Newsgroups in the area of social sciences with the help of examples. (5)
 - 6) What are the different categories of search engines? Discuss the special features of Google search engine. (5)

MLIL-005: Internet Resources
TMA-Practical

Coverage

Course: Internet Resources

Blocks: 1 to 2

Units: 1 to 7

Course Code: MLIL-005

Assignment Code: AST/TMA-P/Jan.&Jul.2014

Total Marks: 50

General Instructions for Practical Assignment:

- i) Documents, data, database, etc. will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre to work on practical assignment.
 - ii) You are required to do the practical assignment in the Study/Tele Learning Centre.
 - iii) Make Screen Captures for all the answers and save them question wise in one file. The Counsellor/Practical Supervisor will evaluate these Screen Captures and give marks accordingly.
 - iv) All questions are compulsory.
-

I)

- Find out at least five journal titles which are freely available full-text in the area of political science.
- Write their URLs and show their components.
- Show the TOC of one issue each of all the five journals.
- Save any five full-text articles taking one from each of the five journals in MS word format in a folder named "PS-E J" (20)

II)

- Search the term "Electronic Information Seeking" using all of the following search tools Google, Yahoo, Askjeeves, Infoseek
- Record the number of hits received and time taken in all the four search engines separately.
- Bookmark/Favourites any four websites
- Create a Folder named 'EIS' in the favourites
- Move all the bookmarked websites in the folder
- Delete any one website from the folder (20)

III)

- Visit the website of the UNESCO.
- Find out its contact and other details.
- List any five databases in the area of HIV/AIDS.
- Find out the name of the Newsletter of the UNESCO. (10)

MLI-006: Content Development

TMA-Theory

Coverage

Course: Library Automation

Blocks: 1 to 4

Units: 1 to 14

Course Code: MLI-002

Assignment Code: AST/TMA-T/Jan & July2014

Total Marks: 50

III) Answer *any two* of the following in *not more than 1000 words each*.

- 1) Describe the characteristic features of different types of Web documents and the parameters by which the Web documents can be evaluated. (15)
- 2) Distinguish between qualitative and quantitative content analysis. Discuss the steps involved in qualitative analysis. (15)
- 3) Enumerate the W3C guidelines for web content development and explain any three of them. (15)

IV) Answer *any four* of the following in *not more than 500 words each*.

- 1) Discuss the advantages of multimedia and the characteristic features of text and image files. (5)
- 2) What is Meta data? Describe the Dublin Core data elements with examples. (5)
- 3) Describe the functional model of Knowledge Management Systems. (5)
- 4) Discuss the contribution of Electronic Text Encoding and Interchange (TEI) in content development. (5)
- 5) Discuss the essential features of HTML, XML and DHTML. (5)
- 6) Explain the concept and usefulness of subject gateways. (5)

MLI-006: Content Development
TMA – Practical

Coverage
Course: Library Automation
Blocks: 1 to 4
Units: 1 to 14

Course Code: MLIL-002
Assignment Code: AST/TMA-P/Jan. & July 2014

Total Marks: 50

General Instructions for Practical Assignment:

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Counsellor/Practical Supervisor in the Study/Tele Learning Centre.
 - ii) You are required to do the practical assignment in the Study/Tele Learning Centre. Evaluation of the assignment will be done by the Counsellor/Practical Supervisor on the spot.
 - iii) 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.
 - iv) All questions are compulsory.
-

- 1) Prepare a website describing Amartaya Sen and his works. (20)
- 2) Prepare bibliographic data for a book using XML. (15)
- 3) Prepare metadata for a web document using field 856 (15)

MLI-007: Programming
TMA-Theory

Coverage
Course: Programming
Block: 1
Units: 1 to 3

Course Code: MLI-007
Assignment Code: AST-1/TMA-1/ Jan. & Jul. 2014

Total Marks: 50

- I) Answer *any two* of the following in *not more than 1000 words each*.
- 1) Draw a flow chart to find out the return of books and overdue books in a library. (15)
 - 2) Write an algorithm to accept a 5-digit number and find the sum of its digits. (15)
 - 3) Briefly explain the different types of programming languages with examples. (15)
- II) Answer *any four* of the following in *not more than 500 words each*.
- 1) Explain different skills that are expected of a system analyst. (5)
 - 2) Briefly describe the stages that are involved in system development life cycle. (5)
 - 3) Describe the factors involved in decreasing the efficiency of a program. (5)
 - 4) What is a system? Explain the different ways of its classification. (5)
 - 5) Write a short note on object oriented programming languages. (5)
 - 6) Explain the points to be considered in arranging various elements in program structure. (5)

**MLI-007: Programming
TMA-Practical**

Coverage
Course: Programming
Blocks: 2 to 4
Units: 4 to 24

Course Code: MLIL-007
Assignment Code: AST/TMA-P/ Jan. & Jul. 2014

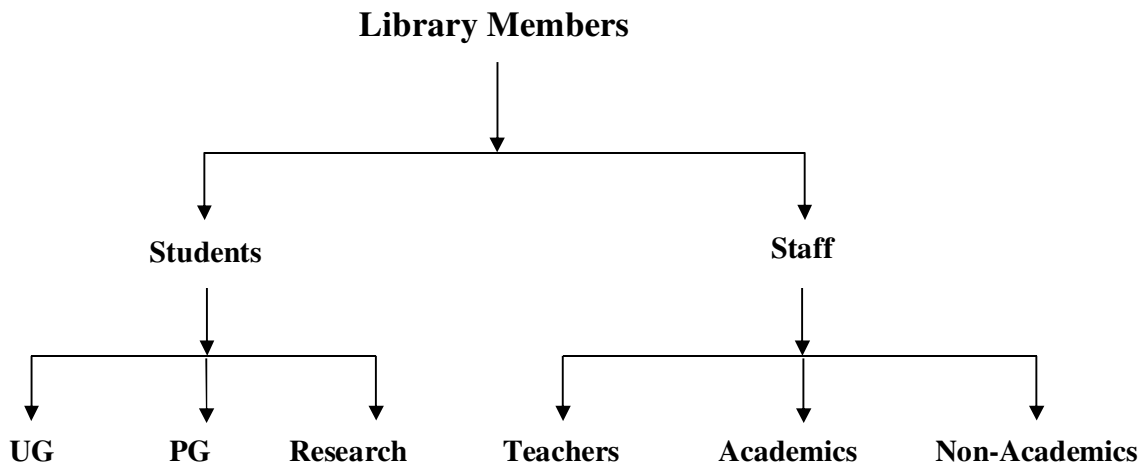
Total Marks: 50

General Instructions for Practical Assignment:

- i) Compilers to work on for the practical assignment will be provided by the counsellor/practical supervisor in the Study/Tele Learning.
- ii) You are required to do the practical assignment in the Study/Tele Learning Centre. Evaluation of the assignment will be done by the Counsellor/Practical Supervisor on the Spot.
- iii) Attempt either Group A (C++) or Group B (Visual Basic) or Group C (Java).
- iv) For Each C++ and Java program, students are required to design a class construct.
- v) All questions are compulsory.

Group A: (C++)

- 1) Design and implement the following class hierarchy in C++: (20)



Your implementation should include:

- a) Member variables
- b) Constructor and Destructor
- c) A member function that can display the names of all in a specific category of members

- 2) Create a database of the following items of derived class using C++: (10)

Name of the Journal
 Frequency of the Journal
 Country of Publication
 Name of the Publisher
 Price of the Journal
 ISSN of the Journal

- 3) Write a program to calculate the overdue charges on late returning books in a library. Use the following data for the calculation of overdue charges: (10)

No. of days	Amount to be charged
< 30	No fine
31-45	Re 1/day
46-60	Rs 2/day
61-90	Rs.3/day
> 90	Rs 500 + Rs. 5/day

- 4) Write a program to find out the lowest and the highest prices amongst seven books. Print the lowest and the highest prices with appropriate message. (10)

OR
Group B: (Visual Basic)

- 1) Write a program with the following table using appropriate VB elements. The data provided in second column of the table are not exactly related to data in first column. The exact match is: “1 = d; 2 = c; 3 = a; 4 = e; and 5 = b”. When a user clicks on ‘submit’ button, the program should rearrange the data with exact matches as mentioned above: (15)

Title of the book	Name of the Author
1) Colon Classification	a) Minnie Earl Sears
2) Dewey Decimal Classification	b) Library of Congress
3) Sears List of Subject Headings	c) Melvil Dewey
4) Universal Decimal Classification	d) S R Ranganathan
5) Library of Congress Classification	e) Paul Otlet and Henri la Fontaine

- 2) Write an event procedure that accepts a string as input and displays the words in it in separate lines. (10)

For example, if input : WE ARE PGDLAN STUDENTS OF IGNOU, then the

Output : WE
ARE
PGDLAN
STUDENTS
OF
IGNOU

- 3) Create a form, which takes input base, diameter of a circle and outputs its area in a text box. (10)
- 4) Design a menu interface as shown below using the Menu Editor: (15)

<u>F</u>ile	<u>E</u>dit	<u>V</u>iew	
Add Picture <u>S</u> hortcut	<u>U</u> ndo Ctrl+Z	<u>T</u> humbnails Ctrl+T	
<u>L</u> ocate Picture	<u>R</u> edo Ctrl+Y	<u>F</u> ilmstrip Ctrl+B	
<u>S</u> ave	Discard <u>C</u> hanges	Single <u>P</u> icture Ctrl+G	
Save <u>A</u> s	Select <u>A</u> ll	<u>S</u> hortcuts	
Save <u>A</u> ll		Show File <u>N</u> ames	
<u>E</u> xport			
<u>P</u> rint			

OR

Group C: (Java)

- 1) Write a Java program to create a base class named *User Class* for a library and derive other categories of users like Students, Academics, Non-Academics, etc. You should use *Super* and *This* keywords at appropriate place in your program. (15)

- 2) Write a Java program which asks for the name of the first author of a book. Print the first author name according to AACR. For example, if input is Dilip Kumar Mishra, then the output should be Mishra, Dilip Kumar. (20)

- 3) Write a Java program to prepare a list of books available in a library. (15)