



BLIS

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

ASSIGNMENTS

For

July 2015 and January 2016 Sessions

IGNOU



**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 2015 Session

31st March 2016

For January 2016 Session

30th September 2016

Where to Submit the Assignments

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

April, 2015

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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>.

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INSTRUCTIONS FOR ASSIGNMENTS:

- 1) As part of BLIS Programme, each candidate has to do one assignment each in all the courses. In BLIS-07, there will be a compulsory practical. Tutor Marked Assignments (TMA) will be evaluated by the counsellor. For the course BLIS-07, Computer Practical will also be evaluated by the counsellor.
- 2) 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 practical will be counted in your final result. Candidates are, therefore, advised to take assignments and practical seriously, complete and submit them in time.
- 3) You must remember that assignments and practical 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 practical in time for that course.

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 of 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, she 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 July session (e.g. if a student of July 2015 session fails to submit her/his assignments till 31st March 2016, she will have to attempt the fresh assignments of July 2016 session).
- 2) Write your Enrolment Number, Name, Full Address and Date of Dispatch 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 (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 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 assignment are not permissible.
- 8) Use only full-scale size paper for you answer, 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 assignment will be returned to you by the Coordinator of your Study Centre. This will also include a copy of assignment sheet containing global comments of the evaluator on your performance in the assignment. 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.

Instructions for Computer Practical in BLIS-07

The practical component of this course involves exposure of the candidates to the use of computer by hands on experience of a software package and creation of databases by each individual using the packages. Fifteen (15) hours of computer practical will be given for each student. Further details of the practical work will be provided by Coordinator of the Study Centre.

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

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

BLIS-01: LIBRARY AND SOCIETY

ASSIGNMENT

Coverage:

Course: Library and Society

Units: 1-16

Course Code: BLIS-01

Assignment Code: AST/TMA/Jul.2015-Jan.2016

Total Marks: 100

Answer all questions.

- 1.1** State the Five laws of library science. Discuss their validity in the context of changing scenario due to impact of Information and Communication Technologies (ICT). 20
- OR
- 1.2** “Libraries contribute greatly to the society in the promotion of education both formal and non-formal in many ways”. Discuss the statement. 20
- 2.1** Discuss the need and functions of a public library. 20
- OR
- 2.2** Explain the role of UGC in promoting library and information activities in academic libraries. 20
- 3.1** What are the different methods of ascertaining information needs and information gathering habits of users? 20
- OR
- 3.2** What do you understand by Library User Education? Discuss how you would conduct user education programme in a university library. 20
- 4.1** What is ‘Library Networking’? Discuss the different types of computerised library networks. 20
- OR
- 4.2** Discuss the financial provisions made in the Madras Public Libraries Act, 1948 and Maharashtra Public Libraries Act, 1967. 20
- 5.0** Write short notes on **any two** of the following: 20
- a) Professional Ethics
 - b) Resource Sharing
 - c) Library Catalogue
 - d) Special Libraries

BLIS-02: LIBRARY MANAGEMENT ASSIGNMENT

Coverage:

Course: Library Management

Units: 1-17

Course Code: BLIS-02

Assignment Code: AST/TMA/Jul.2015-Jan.2016

Total Marks: 100

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

1.1 What are the essential principles of management? How far and to what extent these can be applied to the management of an information centre. 20

OR

1.2 Book selection is based on the principle, "Best reading for the largest number, at the least cost". Discuss. 20

2.1 Describe the building and furniture requirements of a modern library. 20

OR

2.2 Discuss the factors to be considered for planning and organising a technical section of a university library. 20

3.1 Discuss the various methods adopted by libraries for arranging library books. 20

OR

3.2 List the characteristics of an effective MIS. Explain the problems associated with developing MIS in libraries. 20

4.1 State the parameters that help to determine the size of library staff. Discuss Ranganathan's Staff Formula for libraries. 20

OR

4.2 Distinguish between zero-based budgeting and performance budgeting. Describe the contents of a library budget. 20

5.0 Write short notes on **any two** of the following: 20

- a) Levels of management
- b) Organisational chart of a university library
- c) Problems in acquisition
- d) SWOT analysis

BLIS-03: LIBRARY CLASSIFICATION THEORY ASSIGNMENT

Coverage:
Course: Library Classification Theory
Units: 1- 15

Course Code: BLIS-03
Assignment Code: AST/TMA/Jul.2015-Jan.2016
Total Marks: 100

Note: Answer all questions.

- 1.1 Explain the following concepts with the help of suitable examples: 20
- Kinds of Library Classification
Disciplines and Subjects
Notation
Arrays and Chains
- OR
- 1.2 What do you mean by library classification? Discuss library classification as a foundation of librarianship. 20
- 2.1 Discuss the contribution of W.C.B. Sayers and H.E. Bliss in the development of General Theory of Library Classification. 20
- OR
- 2.2 What are the different species of library classification? Make a comparative study of the enumerative and faceted classification with suitable examples. 20
- 3.1 Discuss the concept of five fundamental categories in Colon Classification. Support your answer with the help of suitable examples. 20
- OR
- 3.2 Define the term 'common isolates'. Explain the nature, importance and their provision in Dewey Decimal Classification scheme. 20
- 4.1 Universal Decimal Classification scheme is an improvement over Dewey Decimal Classification scheme. Elaborate the statement. 20
- OR
- 4.2 Describe the features of the three versions of the Colon Classification scheme with the help of suitable examples. 20
- 5.0 Write short notes on **any two** of the following: 20
- Subject Device
Fission
Relative Index of DDC
Common Auxiliaries in UDC

BLIS-03P: LIBRARY CLASSIFICATION PRACTICE

ASSIGNMENT

Coverage:

Course Code: BLIS-03P

Course: Library Classification Practice

Assignment Code: AST/TMA/Jul.2015/Jan.2016

Units: 1-13

Total Marks: 100

Note: Answer all questions

A. Classify ANY 10 (out of 12 given titles) of the following titles using **Dewey Decimal Classification** (19th edition) 50

1. Economic Assistance by India to Bangla Desh
2. Cataloguing of Manuscripts in University Libraries
3. Encyclopaedia of Organic Chemistry
4. Marketing of Cosmetics
5. Social Status of Hindus in Goa
6. Architecture of Library Buildings
7. Romanticism in Hindi Poetry
8. Physiology of Birds
9. Diagnosis of Liver Diseases
10. Occurrence of Greek Words in English Language
11. Handbook of Business Ethics
12. Indian Law on Divorce

B. Classify ANY 10 (out of 12) of the following titles using **Colon Classification** (6th revised edition) 50

1. Velocity of Sound through Water
2. US-India Economic Policy, 2012
3. Treatment of Paralysis according to Neuropathic System in China
4. Co-operative Small Scale Handicrafts Industries in India
5. Mathematics for Physists
6. Relation between Punjabi Drama and Novel
7. Comparison between Rigvedic and Yajurvedic Religion
8. Eighth Five Year Plan of India, 1992-1997
9. Criticism of English Novel
10. Superstitions among Rural Women in Nepal
11. Sowing of Groundnut in India
12. Godan, Hindi Novel by Premchand (born in 1881), this is his 7th work. He has authored more than 8 works.

BLIS-04: LIBRARY CATALOGUING THEORY

ASSIGNMENT

Coverage:

Course: Library Cataloguing Theory

Units: 1- 18

Course Code: BLIS-04

Assignment Code: AST/TMA/Jul.2015-Jan.2016

Total Marks: 100

Note: Answer all questions.

- 1.1 Define a library catalogue. Discuss the objectives of library catalogue as enunciated by Charles Ami Cutter. 20
- OR
- 1.2 Enumerate different inner forms of library catalogue. Make a comparative study of the Dictionary and Classified Catalogue. 20
- 2.1 What is a Unit Card System? Describe with examples various entries in a Dictionary Catalogue. 20
- OR
- 2.2 Discuss some familiar filing problems. Describe in brief ALA Filing Rules. 20
- 3.1 Discuss the rules for cataloguing pseudonymous works in AACR2R with examples. 20
- OR
- 3.2 What are the major problems faced in cataloguing non-print media? Describe the structure of their bibliographic descriptions according to AACR-2R rules 20
- 4.1 What do you understand by 'indexing language'? Discuss in brief different types of alphabetical indexing languages. 20
- OR
- 4.2 Define a thesaurus and discuss its differences with subject headings lists and classification schemes. 20
- 5.1 Write short notes on **any two** of the following: 20
- a) Unit Card system
 - b) Levels of Description in AACR- 2R
 - c) ALA filing rules
 - d) Indic Names in AACR-2R

**BLIS-04P: LIBRARY CATALOGUING PRACTICE
ASSIGNMENT**

Coverage:

**Course: Library Classification Practice
Units: 1-17**

Course Code: BLIS-04P

Assignment Code: AST/TMA/Jul.2015/Jan.2016

Total Marks: 100

Note: Answer all questions.

- 1) Catalogue the titles as per **AACR-2R**. All the added entries are to be provided. The answers are to be worked out on paper only, marking out 5"×3" cards. All titles carry equal marks. 50

Title 1:

FAIR SHARES: ETHICS AND THE GLOBAL ECONOMY

Timothy Gorringer
New York
Thames and Hudson
1999

OTHER INFORMATION

CALL NO. 174 GOR
ACC. NO. 73425
PAGES 111 p.
SIZE 22 cm.
ISBN 0500281157

Title 2:

CLINICAL ECONOMICS IN GASTROENTEROLOGY

Edited by
Keith Bodger
Michael J. Daly
Richard V. Heatley

Oxford, England
Blackwell Science
2000

OTHER INFORMATION

CALL NO. 616.3/3 CLI
ACC. NO. 65456
PAGES x, 269 p.
SIZE 24 cm.
ISBN 0632050330

Title 3:

**50 years of transport research: experience gained and major challenges ahead
16th International Symposium on Theory and Practice in Transport Economics
Budapest, 29-31 October 2003**

Introductory reports and summary of discussions

Paris
European Conference of Ministers of Transport
2005

OTHER INFORMATION

CALL NO. 380 INT
ACC. NO. 7654473
PAGES 553 p.
SIZE 27 cm.
ISBN 9282123332

Title 4:

NEW DEVELOPMENTS IN INTELLIGENT SENSORS AND MODELS

Edited by Rafiq Islam

Volume 1: Detectors

Volume 2: Intelligent control systems

Volume 3: Filters and filtration

Hauppauge, N.Y.
Nova Science Publishers,
2012

OTHER INFORMATION

CALL NO. 681.2 NEW
ACC. NO. 43564-6
SIZE 23 cm.

Title 5:

**AFRICAN JOURNAL OF ACCOUNTING, ECONOMICS, FINANCE AND
BANKING RESEARCH**

Vol. 1

No. 1

2007

Mansfield, CT

Global Business Investments and Publications

OTHER INFORMATION

CLASS NO.	332
FIRST PUBLISHED IN	2007
FREQUENCY	Semi annual
ISSN	1933-3404
HOLDING	Library has all volumes

-
- 2) Catalogue the titles as per **Classified Catalogue Code**. All the added entries are to be provided. The answers are to be worked out on paper only, marking out 5”x3” cards. All titles carry equal marks.

50

Title1:

**The Multidiverse of Democracy
Essays in Honour of Rajni Kothari**

Edited By
D.L. Sheth and Asis Nandy

Sage Publications
New Delhi
1999

OTHER INFORMATION:

Call No : W6.44 N9
Acc.No. : 869921

Title2:

Challenges of Primary Education in India: A Policy Perspective

Ministry of Education
Government of India
New Delhi
1985

OTHER INFORMATION :

Call No. : T15.44 M5
Acc. No. : G – 551

Title 3:

Advances in Education

Vol. No. 1

Issue No.4

Sponsored by: Center for Advanced Study in Education

India

1968

OTHER INFORMATION:

Class No. : Tm44,N68

Acc. No. : Use inclusive notation for accession numbers

First Published : 1968

Frequency : Quarterly

Library Holdings : Volume no.1 to Volume no 10

Title 4:

Mill on the Floss

By

Italo Svevo

Translated from Italian by Archibald Colquhoun

S&W Publishers

London

1969

OTHER INFORMATION:

Call No. : O111,3M61,3 K9

Acc. No : 23189

Note : Series: World's Classics Series.

The real name of the author is Ettore Schmitz. This information is taken from outside source.

Title 5:

History of Science

By Louis Pown

Revised Edition

Penguin Books

India

1997

OTHER INFORMATION:

Call No. : Av N7.1 to N7.3

Acc. No. : 3701-3703

Note : It is a three volume set. All the volumes are available in the library.

Vol 1.: Early Science

Vol 2.: Scientific and Industrial Revolution

Vol 3.: 20th Century Science

**BLIS-05: REFERENCE AND INFORMATION SOURCES
ASSIGNMENT**

Coverage:

Course Code: BLIS-05

Course: Reference and Information Sources

Assignment Code: AST/TMA/Jul.2015-Jan.2016

Unit: 1-16

Total Marks: 100

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

1.1 Explain the term 'Reference work'. Describe different types of reference sources required by the library to provide ready reference service. 20

OR

1.2 "Use of computers has enhanced the image of reference service of the libraries". Explain the statement. Describe the areas where use of information technology has influenced the reference environment. 20

2.1 "Encyclopaedias form the backbone of reference work in a library". Elucidate the statement. Differentiate between general and subject encyclopaedia. 20

OR

2.2 What is bibliographical control? Describe the activities of various organisations in this regard. 20

3.1 Show how international, regional and national yearbooks differ in scope and content providing at least two examples for each type. 20

OR

3.2 Discuss the importance of standards in quality control of a product. Describe some Indian publications providing standards information. 20

4.1 Discuss the different categories of information institutions with reference to their special characteristics. 20

OR

4.2 Explain how different modes of mass media act as a potential source of information. 20

- 5.0 Answer all the questions.** 20
- 5.1** Name any one source of information for each of the following categories: 5
- (a) Trade catalogue
 - (b) Indexing periodical
 - (c) Subject dictionary
 - (d) Children's encyclopaedia
 - (e) National yearbook
- 5.2** What information can be found from the following sources? 5
- (a) Press in India
 - (b) World Patent Abstracts
 - (c) Arts and Humanities Citation Index
 - (d) Guinness Book of World Records
 - (e) Whitaker's Almanac
- 5.3** Describe the scope of the following reference books: 5
- (a) Cumulative Book Index
 - (b) Library and Information Science Abstracts
 - (c) Manorama Yearbook
 - (d) British National Bibliography
 - (e) Hindi Shabda Sagar
- 5.4** Name **any one** source for answering each of the following questions: 5
- (a) Activities of ISRO
 - (b) List of English newspapers published from India
 - (c) Meaning of word plagiarism
 - (d) Winner of the Cricket World Cup, 2015
 - (e) Background information on RTI

BLIS-06: INFORMATION SERVICES

ASSIGNMENT

Coverage:
Course: Information Services
Units: 1-8

Course Code: BLIS-06
Assignment Code: AST/TMA/Jul.2015-Jan.2016
Total Marks: 100

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

- 1.1 Discuss various groups of information users mentioning the purpose for which they need information. 20
- OR
- 1.2 Discuss the difference between information sources and information resources. Explain the functions of information resource and its implication in the provision of information services. 20
- 2.1 Explain how would you organise a reference section in a library. 20
- OR
- 2.2 Define document delivery service (DDS). What are the factors on which it depends? Describe some of these services. 20
- 3.1 Explain various anticipatory information services offered in libraries. 20
- OR
- 3.2 Enumerate the different types of documentation centers. Describe the type, 'by different levels' giving examples. 20
- 4.1 Define a documentation centre, bringing out its relationship with libraries. Discuss the activities of a documentation centre. 20
- OR
- 4.2 Discuss the impact of Information and Communication Technologies on information services in the present day context. 20
- 5.0 Write short notes on **any two** of the following: 20
- (a) Data, information and knowledge
 - (b) Ready reference services
 - (c) Reference service and referral service
 - (d) Citation analysis in user studies

BLIS-07: INFORMATION TECHNOLOGY: BASICS
ASSIGNMENT

Coverage:

Course: Information Technology: Basics

Units: 1-13

Course Code: BLIS-07

Assignment Code: AST/TMA/Jul.2015-Jan.2016

Total Marks: 100

Answer all questions.

- 1.1 "Computer systems include two types of digital information storage." Briefly describe the two types of storage and explain their basic characteristics and uses. 20
OR
- 1.2 What is meant by 'Application Software'? Explain the significant features of Word Processing and DTP Software. 20
- 2.1 Discuss the objectives and functions of an automated serial control system. 20
OR
- 2.2 Describe different types of transmission media used in telecommunication, with their characteristics. 20
- 3.1 Describe the different types of software packages used in libraries. Comment on the advantages of using a commercial package. 20
OR
- 3.2 What is meant by Information Retrieval System (IRS)? Discuss the basic characteristics of computer-based IR Systems. 20
- 4.1 What are CD-ROM Databases? How can online searches be provided to the users using them? 20
OR
- 4.2 Explain the main objectives of INFLIBNET and discuss the steps it has taken to realise these objectives. 20
- 5.1 Write short notes on **any two** of the following: 20
- a) Satellite transmission
 - b) Evaluation of Internet resources
 - c) Reprography and Micrography
 - d) Term truncation

BLIS-07: INFORMATION TECHNOLOGY: BASICS COMPUTER PRACTICAL

Coverage:

Course: Information Technology: Basics

Units: 1-13

Course Code: BLIS-07

Assignment Code: AST/PRAC/Jul.2015-Jan.2016

Total Marks: 100

Create a database of 30 records using anyone of the below mentioned packages:

- CDS/ISIS
- WINISIS
- SOUL

- Take a printout of main entries according to AACR-2R.
- The index file should be created in FST using all the codes. (The details of the records will be supplied by the counsellors)

Note:

- a) Securing minimum pass marks in this assignment is also compulsory for passing BLIS-07.
- b) The software will be provided by the Study Centre.
- c) For more details please contact the Coordinator of your Study Center.