



BLIS

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

ASSIGNMENTS

For

July 2016 and January 2017 Sessions



**Faculty of Library and Information Science
School of Social Sciences**

**Indira Gandhi National Open University
Maidan Garhi, New Delhi –110068**

IGNOU

Dates for Submission of Assignments

For July 2016 Session

31st March 2017

For January 2017 Session

30th September 2017

Where to Submit the Assignments

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

May, 2016

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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-110068 or visit university's web site <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 BLI-224, BLIE-228 and BLIE-229 there will be a compulsory practical component. Tutor Marked Assignments (TMA) and Practicals will 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 practicals will be counted in your final result. You are, therefore, advised to take assignments and practicals seriously, complete and submit them in time.
- 3) 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 2016 session fails to submit her/his assignments till 30th March 2017, then s/he will have to attempt the fresh assignments of July 2017 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 2017 session fails to submit her/his assignments till 30th September 2017, s/he will have to attempt the fresh assignments of January 2018 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: Library, Information and Society

Blocks: 1 to 4

Units: 1 to 14

Course Code: BLI-221

Assignment Code: AST/TMA/Jul.16-Jan.17

Total Marks: 70

Note: Answer all questions

I) Answer the following questions in not more than 500 words each. (4X10=40 Marks)

- 1) Discuss the different perceptions of an information society. (10)
- 2) Make a comparative study of the financial provisions in library legislation passed in the 16 states of India. (10)
- 3) Discuss the activities of INFLIBNET with examples. (10)
- 4) State the broad principles for designing a code of ethics for librarians. Discuss the issues and problems in designing such a code. (10)

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

- 1) Highlight the role of public libraries in a knowledge society. (5)
- 2) Explain the cases of copying which do not amount to a violation of copyright. (5)
- 3) Discuss the issues involved in implementing resource sharing amongst libraries. (5)
- 4) Discuss in brief the types of networks based on their activities. (5)
- 5) Enumerate the different categories of LIS professionals. Describe the activities of any two. (5)
- 6) Discuss the role of library associations in India in continuing education of LIS professionals. (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.16-Jan.17

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) Explain the process involved in evaluating reference sources such as dictionary and encyclopaedia. (10)
- 2) List the different types of information professionals. Describe the activities of any two of them in detail. (10)
- 3) Discuss the different categories of user's information needs. Give answer with the help of examples. (10)
- 4) What do you understand by "marketing mix"? Explain how it can be applied to LIS services. (10)

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

- 1) Enumerate the various types of secondary sources of information. Explain how periodicals can be considered both primary as well as secondary sources of information. (5)
- 2) Explain the usefulness of government institutions as valuable sources of information. (5)
- 3) Discuss the role of reference service in a research library. (5)
- 4) Why do we need user studies in libraries? Discuss the methodology in conducting such studies. (5)
- 5) What is the difference between database search and literature search? Discuss the role of aggregators in information search. (5)
- 6) Describe the different types of information use studies. (5)

**BLI-223: ORGANISING AND MANAGING INFORMATION
TUTOR MARKED ASSIGNMENT**

Coverage:

Course Code: BLI-223

Course: Organising and Managing Information

Assignment Code: AST/TMA/Jul.16-Jan.17

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) Make a comparative study of the Colon Classification and Dewey Decimal Classification. (10)
- 2) What is MARC? Discuss the structure of a MARC record. (10)
- 3) What are the categories of a computerised indexing system? Present a comparison among these. (10)
- 4) What is interoperability? Discuss the methods for achieving it. (10)

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

- 1) Discuss the relevance of three planes of work in library classification. (5)
- 2) Enumerate the different types of physical forms of a catalogue. Discuss the criteria for choosing the best form of a catalogue. (5)
- 3) Explain the primary operators of PRECIS using examples. (5)
- 4) Discuss the different types of subject headings used in Sears List of Subject Headings. (5)
- 5) Describe the tools used in web-based interface of an OPAC to obtain more effective results. (5)
- 6) Explain the different types of ontologies. (5)

**BLI-224: ICT FUNDAMENTALS
TUTOR MARKED ASSIGNMENT**

Coverage:
Course: ICT Fundamentals
Blocks: 1 to 4
Units: 1 to 16

Course Code: BLI- 224
Assignment Code: AST/TMA/Jul.16-Jan.17

Total Marks: 35

Note: Answer all questions.

I) Answer all the questions in not more than 250 words each. (3X5 = 15 Marks)

- 1) Differentiate between analog and digital communication. (5)
- 2) Why do we need information security? Enumerate potential security threats on data transmission. (5)
- 3) Discuss in brief the architecture of search tools. (5)

II) Write short notes on the following in not more than 150 words each. (5X4 = 20 Marks)

- 1) Bar code reader (4)
- 2) Ubuntu File System (4)
- 3) Ethernet (4)
- 4) Advantages of LibreOffice (4)
- 5) Main Impress window (4)

**BLI-224: ICT FUNDAMENTALS
PRACTICAL**

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 4

Units: 1 to 16

Course Code: BLI- 224

Assignment Code: AST/PRAC/Jul.16- Jan.17

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.

(15+10+10 = 35 Marks)

- I) Prepare a one page of your resume using LibreOffice Writer with a table for qualifications and experience. Table must be embedded in the document. Table must be 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. (15)
- II) Prepare a presentation on a topic of your interest using LibreOffice Impress. 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)
- III) Create a file in LibreOffice Calc showing marks of students obtained in a semester with separate columns for assignments and semester end exam. Sort the file alphabetically and ascending order of marks. Add a bar chart representing the data. (10)

**BLI-225: COMMUNICATION SKILLS
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: Communication Skills

Blocks: 1 to 5

Units: 1 to 18

Course Code: BLI-225

Assignment Code: AST-1/TMA/ Jul.16- Jan.17

Total Marks: 70

Note: Answer all questions.

- 1) Read the passage carefully and answer the questions given below. (20)

Is talking on phone as easy as most of us believe it to be? And specially the days when almost certainly, our first job interview is likely to be on the phone? And what if we get employed in fields like tele-marketing or in customer support sections as tele-executives?

Face-to-face communication consists of three elements: words, tone of voice and body language. On the phone there is no way of reading the body language of a person. So what you say and the tone of your voice becomes much more important as does your ability to listen and respond. A good idea is to smile while talking on the phone. This will help in keeping your voice enthusiastic and cheerful!

When you make a business call or a call to a stranger (or even a personal call, for that matter) you should always, first of all, identify yourself. Give your name, and if it is a business call, your company's name and your position in the company to the person you are talking to. Speak slowly and clearly and say straightway why you are calling. It is best to state this immediately and clearly, though briefly. This way you can save a lot of time by not talking to the wrong person or at the wrong time.

The most important thing about making a phone call is to make it, if you have to, even if it is about something unpleasant. Do not make a call very early or too late in the day. Even before you greet the caller you should be clear in your mind about what you want to talk about and how much you wish to say. In fact, it is a good idea to mentally rehearse your talk. It is still more helpful to keep important papers handy to which you can refer as you talk, so that facts and figures are correct, and you don't have to hunt for them while the caller waits. It is also important to keep a clear and direct approach with a minimum of social chit-chat. Social chat is alright occasionally, when you are relaxed and on very friendly terms with the caller but it tends to waste time, both yours and the other person's, who might be busy when your call comes through. Do not talk to anyone else while you are talking on the phone. If for some reason you have to, and then put the other person on hold. Give concise, to-the-point answers if the listener has any queries and say you don't know, if you are asked about something you don't have any knowledge of. Do not pretend that you have all the answers if you don't. Say that you will ring the person back as soon as you have the correct information and do call back as you promised.

If it is an important call, make notes before you call so that you don't miss anything. Also, take notes during the call so that you can accurately recollect the information later. Jot down the name of the person who has called and address him by name. This helps in

building rapport and leaves a better impression. In business calls it is also a good idea to send a fax or a letter confirming the decisions taken or agreements arrived at, over the phone. Names and numbers should always be repeated and spelt out, if necessary, to avoid mistakes.

An important fact about listening is that on an average a person listens in bits of 30 to 45 seconds at a time. Keep this in mind both when you make a call or receive one. Pause while speaking and your speech will be clear and will elicit a better response. Avoid using words such as 'like' 'all that' 'you know', etc., as well as nervous laughs. Eating and talking at the same time should also be avoided. Not only is it very rude, it also makes it very difficult for the other person to understand clearly what is being said. Remember also to reduce the volume of your TV or stereo when talking on the phone.

Remember to greet your listener properly at the beginning of a call and bid them farewell before ending the call. Tell the other person that the call was important to you and that it was a pleasure talking to him/her. And keep the phone gently on the hook. It is bad manners to bang the phone down at the end of a call. If you keep these things in mind, making and receiving phone calls should be a pleasure, not a chore.

- i. How is face-to-face communication different from talking on the phone? (2)
- ii. What important facts about listening should we keep in mind while talking on the phone? How should we deal with this fact? (2)
- iii. How should we prepare for an important call? (2)
- iv. List two things we *must not* do when talking on the phone. (2)
- v. List two things we *should do* while talking on the phone. (2)
- vi. Why is it important to smile while talking on the phone, especially when it cannot be seen? (2)
- vii. What are some of the other ways in which you can create a good impression about yourself on the phone? (2)
- viii. Make sentences with the following words/phrases. (6)
 - a) Body language
 - b) Mentally rehearse
 - c) Concise
 - d) Confirm

- 2) Fill in the blanks using the correct form of the verb given in the blanks (10)

Once upon a time there _____ (**live, lived**) a man called Limathung. He had a friend called David who eventually _____ (**become, became**) the Chief Librarian of Parliament house, New Delhi. Limathung thought, 'How lucky my friend David is. He is now the Chief Librarian of Parliament house. He _____ (**should, must**) have lots of influential friends in Parliament, good facilities, and good opportunities. I wish I _____ (**have, had**) his luck.' One day he _____ (**decided, planning**) to visit his friend David to enjoy his hospitality. When he _____ (**reached, drive**) the Parliament, the Chief Librarian himself _____ (**received, greets**) him with respect and affection. Limathung then _____ (**told, tells**) the king that he _____ (**was, be**) indeed a lucky man. His friend David smiled. He----- (**invites, invited**) his friend to have lunch with him.

- 3) Complete the following telephone conversation with suitable expressions: (10)

a) Thank you for calling university library helpline. This is Wati speaking. How ----
-----?

b) Could -----please connect me to Ms.Chondeno, the documentation scientist?
I want to -----

c) I am sorry, the she is not ----- Could you-----
----- I will ask her -----

d) I will-----her to call back as soon-----she-----
-- to her sett today.

e) ----- Wati

f) -----

4) Prepare 5 suitable slides for making a presentation on any one of the following topics: (10)

-Effective communication between library staffs and the users

-Importance of body language at work place

5) Write on any two of the given topics in about 100 words (10)

a) Different styles of communication

b) Basic guidelines for writing skills

c) Some basic telephone techniques

6) Write an appreciation letter to the chief librarian of public library for his/her role in elevating the standard of the library. (10)

**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.16-Jan.17

Blocks: 1 to 4

Units: 1 to 15

Total Marks: 70

Note: Answer all questions.

I) Answer the following questions in not more than 500 words each. (4X10 = 40 Marks)

- 1) Explain the general principles of management as proposed by different thinkers. (10)
- 2) Identify different methods of procurement of documents in a library. Explain in detail the method of acquisition through monetary payment. (10)
- 3) Mention different section of a university library. Explain in detail various functions of a circulation section. (10)
- 4) Explain the meaning of non-book material. Describe the tools for their selection in a library. (10)

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

- 1) Describe the changing role of library professionals. Mention the types of skills required by LIS professional in the changing scenario. (5)
- 2) Explain the process of implementing change in libraries. (5)
- 3) Describe the reasons and importance of keeping financial records in a library. (5)
- 4) Explain how ZBB is different from PPBS (5)
- 5) Discuss the need and objectives of binding and preservation of materials in libraries. (5)
- 6) Describe the disaster preventive measures to be kept in mind while designing a library building. (5)

**BLIE-227: DOCUMENT PROCESSING PRACTICE
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: Document Processing Practice

Blocks: 1 to 3

Units: 1 to 14

Course Code: BLIE-227

Assignment Code: AST/TMA/ Jul.16 - Jan.17

Total Marks: 70

Part 1: Classification Practice: DDC 19th Edition

Note:

(7X5 = 35 Marks)

- 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.	Teaching of Public Administration		
2.	Application of Nitrogen Fertilizers to Cotton Crop		
3.	Research in Homeopathic System of Medicine		
4.	Architecture of Temples in South India		
5.	Social Causes of Poverty		

Part 2: Cataloguing Practice

(7X5 = 35 Marks)

- 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:

**THE CHARM OF STRANGE QUARKS: MYSTERIES AND REVOLUTIONS OF
PARTICLE PHYSICS**

R. Michael Barnett
Henry Mühry
Helen R. Quinn

New York
Springer
2000

OTHER INFORMATION

CALL NO. 539.72 BAR
ACC. NO. 2344565
PAGES x, 302 p.
SIZE 24 cm.
ISBN 0387988971

Title 2:

**DOES IT TAKE A VILLAGE? : COMMUNITY EFFECTS ON CHILDREN,
ADOLESCENTS, AND FAMILIES**

Edited by Alan Booth, Ann C. Crouter

Mahwah, N.J.
Lawrence Erlbaum
2001

OTHER INFORMATION

CALL NO. 362.70973 DOE
ACC. NO. 23454
PAGES xi, 263 p.

SIZE 23 cm.
ISBN 0805832424

Title 3:

**PRESERVING SCIENTIFIC DATA ON OUR PHYSICAL UNIVERSE : A NEW
STRATEGY FOR ARCHIVING THE NATION'S SCIENTIFIC INFORMATION
RESOURCES**

Steering Committee for the Study on the Long-term Retention of Selected Scientific and
Technical Records of the Federal Government

Commission on Physical Sciences

Mathematics, and Applications, National Research Council

Washington, D.C.

National Academy Press

1995

OTHER INFORMATION

CALL NO. 025 USA
ACC. NO. 87678
PAGES ix, 67 p.
SIZE 28 cm.
ISBN 030905186X

Title 4:

INTEGRATING EAST ASIAN MEDICINE INTO CONTEMPORARY HEALTHCARE

Edited by Volker Scheid, Hugh MacPherson

Foreword by Ted J. Kaptchuk

Volume 1: Defining best practice or cultivating best practitioners / Volker Scheid

Volume 2: Pulse-touching: qualities and the best practitioner / Judith Farquhar

Volume 3: Multiple enactments of Chinese medicine / Trina Ward

New York

Churchill Livingstone Elsevier

2012

OTHER INFORMATION

CALL NO. 610 INT

ACC. NO. 35654-7
SIZE 24 cm.

Title 5:

**American journal of public hygiene and journal of the Massachusetts Association of
Boards of Health**

Vol. 1 No. 3 1907

Boston

Massachusetts Association of Boards of Health

OTHER INFORMATION

CLASS NO. 614.05

FIRST PUBLISHED IN 1907

FREQUENCY Quarterly

HOLDING Library has volume 57 onwards

**BLIE-228: INFORMATION PRODUCTS AND SERVICES
TUTOR MARKED ASSIGNMENT**

Coverage:

Course Code: BLIE-228

Course: Information Products and Services

Assignment Code: AST/TMA/Jul.16-Jan17

Blocks: 1 to 4

Units: 1 to 13

Total Marks: 35

Note: Answer all questions.

I) Answer the following questions in not more than 250 words each. (3X5=15 Marks)

- 1) What do you understand by current awareness service? Describe its characteristics. (5)
- 2) Explain the concept of 'Information Analysis'. Highlight the activities of some of the IAC centers in India. (5)
- 3) Define document delivery service. Discuss the advantages of different types of document delivery systems/models. (5)

II) Answer the following questions in not more than 150 words each. (5X4=20 Marks)

- 1) Briefly explain how 7Ps of services marketing can be applied for developing effective web marketing strategy for LIS services. (4)
- 2) Explain the characteristic features of Web 2.0. (4)
- 3) What is newspaper clipping service? How can it be organised by a special library? (4)
- 4) Highlight the benefit derived from consolidated information by a research library. (4)
- 5) Describe briefly the different types of content management systems. (4)

**BLIE-228: INFORMATION PRODUCTS AND SERVICES
PRACTICAL**

Coverage:

Course Code:BLIE-228

Course: Information Products and Services

Assignment Code: AST/TMA/Jul.16-Jan17

Blocks: 1 to 4

Units: 1 to 13

Total Marks: 35

I) Arrange the following given bibliographic information using the 7th edition of MLA standard. (5X3=15 Marks)

Note: Information provided for different sources is fictitious.

3.1) Book

First Editor	Devina Dutt
Second Editor	Mukta Rajadhyaksha
Title	Path Finders
Sub Title	A Journey through India's Art and Culture
Publisher	Sage
Year of Publication	2015
Place of Publication	India
Type of Publication	Print
Other Information	It is a six volume set. 1 Music 2 Visual Arts 3 Dance 4 Literature 5 Theatre 6 Cinema

3.2 Periodical Article

First Author	Rita Marcella
Second Author	Baxter Graeme
Third Author	Cheah Shih
Name of the Periodical	Libri
Title of the Article	Use of Internet by Political Parties and Candidates in the 2007 Scottish Parliament Elections
Volume Number	58
Issue Number	4
Year of Publication	2008
Pages	294-305
Type of Publication	Print

3.3 Online Newspaper Article

Name of the Newspaper	Economic Times
Date of the Publication	30.4.2014
Date of Retrieving/Accessing	30.5.2014
Author	Siddharth Varadarajan
Title of the Newspaper Clipping	Time to curb unfettered electoral expenditure by political parties that impacts poll outcomes
Web Address	http://articles.economictimes.indiatimes.com/2014-04-30/news
Type of Publication	Web

3.4 Chapter in a Book

Editors	John Zavos, Pralay Kanungo, Deepa S Reddy, Maya Warriar, Raymond Brady Williams
Title of the Book	Public Hinduism
Publisher	Sage Publication
Year of Publication	2012
Place of Publication	India
Title of the Chapter	Community Mobilization
Author of the Chapter	Tanika Sarkar
Pages of the Chapter	Hindutava's Hinduism
Type of Publication	264-282

3.5 Government Publication

Author	UNICEF-IRC
Title	The Challenges of Climate Change
Sub Title	Children on the Frontline
Publisher	UNICEF of Research
Place of Publication	Florence
Year of Publication	2014
Type of Publication	Print

II) Prepare an indicative abstract of the below given passage in not more than 50 words. (5)

Computer Assisted Telephone Interviewing (CATI) System

The increasing use of information technology has changed the traditional scenario of conducting surveys. It has definitely eased the efforts and enhanced the quality of research with minimising time. Now, you can see that software companies have introduced many software programmes to facilitate data collection, analysis, etc. Some of them are mentioned here for your information sake only. They are CAPI (Computer Assisted Personal Interviewing), CATI (Computer Assisted Telephone Interviewing), ACASI (Audio Computer Assisted Self Interviewing) WinCati System, Wincati Mixed Mode and Sensus Web, and many more to cite here.

CATI System is used to conduct telephone interview to gather data from number of respondents scattered all over the world. In this system computers are used to automate the activities done in the formal interviewing. In simple words, computers are used to conduct surveys. They keep control of questions, data, data entry, and data analysis. It can also facilitate the status of the study whenever it is required. It also helps in interview administration and monitoring. This system requires PC, which is linked through network to server where data can be stored centrally. Telephone, head set and of course set of questions to be asked, and telephone numbers of the respondent are required in this system also. Interviewer sits facing the computer screen, reads the questions and simply record by keying the responses.

Looking at the advantages of this system we should not underestimate the importance of human touch to the interviewing. For example, the proper wording of questions, sequencing their explanations, suggestions to the questions, and more importantly, convincing the respondent to answer the questions freely and frankly definitely generate credible responses from the respondents.

III) 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. Crime against women
2. India's foreign relations
3. Indian economy

Cut the news items on the above mentioned themes and paste each of them on a separate sheet of paper (A4 Size paper). Give broad class numbers to all the clippings using DDC 19th edition. Arrange the clippings according to date wise and class number wise and put them in a file cover.

**BLIE-229: ICT IN LIBRARIES
TUTOR MARKED ASSIGNMENT**

Coverage:
Course: ICT in Libraries
Blocks: 1 to 2
Units: 1 to 8

Course Code: BLIE- 229
Assignment Code: AST/TMA/Jul.16-Jan.17

Total Marks: 35

I) Answer all the questions in not more than 250 words each. (3X5 = 15 Marks)

- 1) Explain the procedures involved in an automated acquisition system. (5)
- 2) Discuss the trends in library automation system. (5)
- 3) Describe the digitisation process for text based material. (5)

II) Write short notes on the following in not more than 150 words each. (5X4 = 20 Marks)

- 1) Cloud based library automation (4)
- 2) Linked Open Data (4)
- 3) Authority Control (4)
- 4) MARC 21 (4)
- 5) SLIM (4)

**BLIE-229: ICT IN LIBRARIES
PRACTICAL**

Coverage:
Course: ICT in Libraries
Blocks: 1 to 2
Units:-1 to 8

Course Code: BLIE- 229
Assignment Code: AST/PRAC/Jul.16-Jan.17

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 Counselor/ Practical Supervisor.
 - ii. Make Screen Captures for all the answers and save them in one file. The Counselor/Practical Supervisor will evaluate these screen captures and give marks accordingly.
 - iii. All questions are compulsory.
- I) In Koha do the following activities:
- 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. (20)
- 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)