

BLIS

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

**Assignments
For July 2017 and January 2018 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 JULY 2017 SESSION

31st March 2018

FOR JANUARY 2018 SESSION

30th September 2018

WHERE TO SUBMIT THE ASSIGNMENTS

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

March, 2017

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

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

“Paper Used: Agrobased Environment Friendly”

Laser Typeset by : Tessa Media & Computers, C-206, A.F.E.-II, Okhla, New Delhi

Printed at :

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INSTRUCTIONS FOR ASSIGNMENTS:

- 1) As part of BLIS programme, each candidate has to do one assignment in each of the course. In BLIS-07, there will be a compulsory practical. Tutor marked assignment (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 examinations carry 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 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 (TEE) for a course if you do not submit the specified number of assignments and complete the practicals in time for that course.
- 4) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right-hand corner of the first page of your response (answer) sheet.
- 5) Write the Programme Title and Code, Course Title and Code, Assignment Number and Name and Code of the Study Centre on the left –hand corner of the first page of your response sheet.

The top of the first page of your response sheet for assignment should be like this:

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.)

- 6) Your answer sheet should be complete in all respect. Make sure you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grades/ marks.
- 7) Do not just reproduce your answers from the units. If you reproduce from units, you will get poor grades/marks.
- 8) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 9) Typed and computer print assignments are not permissible.
- 10) Use only foolscap size paper for your answers, ordinary writing paper, neither too thick nor too thin, will do.
- 11) Leave 3” margin on the left and atleast 4 lines in between each answer in an assignment. This will enable your counsellor to write useful comments in appropriate places. Write questions numbers with each answer.
- 12) The evaluated assignments will be returned to you by the coordinator of your study centre. This will also include a copy of assesement 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.
- 13) 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 computers by hands on experience of a software package and creation of databases by each individual using the package. 15 hours of computer practical will be given for each student. Further details of the practical and assignment will be provided by co-ordinators of the study centres.

**For question papers of the last year TEE, please visit IGNOU website
<https://webservices.ignou.ac.in/Pre-Question/>**

BLIS-01: Library and Society Assignment

Coverage:
Course: Library and Society
Units : 1-16

Course Code: BLIS-01
Assignment Code: AST/TMA/Jul.2017/Jan.2018
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 the impact of Information and Communication Technology (ICT). (20)

OR

1.2 State the second Law of Library Science and explain its implications on the various activities of a library. (20)

2.1 Discuss the need and functions of a public library. (20)

OR

2.2 Compare the components of Karnataka Public Libraries Act, 1965 and Madras Public Libraries Act, 1948 and discuss the financial provision made in these two acts. (20)

3.1 Discuss the need, purpose and functions of resource sharing. (20)

OR

3.2 'Networking of libraries has provided a platform for resource sharing in libraries' Comment. (20)

4.1 Define user education. Discuss how you would conduct user education programme in a college library. (20)

OR

4.2 A library association plays an important role in the development of the profession. In this context discuss the role of Indian Library Association. (20)

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

- (a) Raja Rammohun Roy Library Foundation
- (b) Special libraries
- (c) INFLIBNET
- (d) Professional ethics

BLIS-02: Library Management Assignment

Coverage:
Course: Library Management
Units: 1-17

Course Code: BLIS-02
Assignment Code: AST/TMA/Jul.2017/Jan.2018
Total Marks: 100

Answer all questions.

1.1 Define management. Discuss the different types of managerial functions in the context of libraries. (20)

OR

1.2 Explain the meaning of library organisation structure. Mention the factors that influence the decision regarding the organisational structure of a library. (20)

2.1 What do you understand by acquisition? Discuss the problems associated with the procurement of books for a library. (20)

OR

2.2 Identify the tools available for selection of non-book materials. Explain the importance of such tools for a library. (20)

3.1 Define the term 'periodical'. Examine the factors involved in planning for selection of periodicals for a university library. (20)

OR

3.2 Discuss the routines and procedures involved in the process of cataloguing and classification of library materials. (20)

4.1 What is meant by library binding? Explain the steps involved in the process of binding. (20)

OR

4.2 Critically examine the characteristic differences between Browne Charging System and Newark Charging System used in libraries. (20)

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

- (a) Taylor's Principles of Management
- (b) Shelf rectification
- (c) PPBS
- (d) Microform reading equipment

BLIS-03: Library Classification Theory
Assignment

Coverage:

Course: Library Classification Theory
Units: 1-15

Course Code: BLIS-03

Assignment Code: AST/TMA/Jul.2017/Jan.2018

Total Marks: 100

Answer all questions.

1.1 'Postulational approach is the base of freely faceted library classification'. Discuss. (20)

OR

1.2 Explain the significance of technical terminology in the context of library classification.
Discuss with examples the different types of terms identified in this regard. (20)

2.1 Write an essay on the notation of Colon Classification. (20)

OR

2.2 Discuss the contributions of S.R.Ranganathan towards the development of a dynamic theory of classification. (20)

3.1 Enumerate the devices used in Colon Classification. Discuss any two of them in detail. (20)

OR

3.2 Explain the purpose and use of different tables in Dewey Decimal Classification. (20)

4.1 Explain how do you represent complex subjects in Colon Classification. (20)

OR

4.2 Write an essay on the recent trends in library classification. (20)

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

- (a) Mnemonics
- (b) Common isolates
- (c) Zone analysis
- (d) Call number

BLIS-03P: Library Classification Practice

Assignment

Coverage:

Course: Library Classification Practice

Units: 1-13

Course Code: BLIS-03P

Assignment Code: AST/TMA/Jul.2017/Jan.2018

Total Marks: 100

Answer all questions.

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

1. Biography of Sir C.V.Raman
2. A Textbook of Trigonometry
3. Social pathology of the Sikhs in Great Britain
4. 'Economica'. A journal of economics published from Mumbai
5. History of Hindi literature
6. International economic assistance from Germany to India
7. Homeopathic treatment for asthma
8. Encyclopaedia of child psychology
9. Marketing of perfumes in Western India
10. Use of audio-visual aids in teaching primary school students
11. French language readers for the Japanese
12. Mathematics for economists

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

1. Classification of manuscripts in a university library
2. Divorce law in Malaysia
3. Health problems of mine workers
4. Ayurvedic treatment for stomach diseases in children
5. Construction of dams in hilly areas
6. Velocity of sound in liquids
7. Textbook of semi-micro qualitative analysis
8. Encyclopaedia of human anatomy
9. Annual report of Indian Library Association, 1995
10. Research in automobile industry
11. Mechanical harvesting of wheat
12. Indo-Pak relations of conflict during 1970s

**BLIS-04: Library Cataloguing Theory
Assignment**

Coverage:

Course: Library Cataloguing Theory

Units: 1-18

Course Code: BLIS-04

Assignment Code: AST/TMA/Jul.2017/Jan.2018

Total Marks: 100

Answer all questions.

1.1 What is a library catalogue? Discuss its need and purpose. Differentiate it from bibliographies and other library records. (20)

OR

1.2 Enumerate different physical forms of library catalogue. Discuss different types of non-conventional forms of library catalogues. (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 What do you understand by corporate authorship? Compare the rules for cataloguing of conference documents provided in AACR 2R and CCC with suitable examples. (20)

OR

3.2 Describe the rules for cataloguing anonymous works in AACR 2R with suitable examples. (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 heading lists and classification schemes. (20)

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

- (a) Name catalogue
- (b) Centralised cataloguing
- (c) Treatment of Indic names in AACR 2R
- (d) LC List of Subject Headings

BLIS-04P: Library Cataloguing Practice

Assignment

Coverage:
Course: Library Cataloguing Practice
Units: 1-17

Course Code: BLIS-04P
Assignment Code:
AST/TMA/Jul.2017/Jan.2018
Total Marks: 100

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:

ADOLESCENT SUICIDAL BEHAVIOR

DAVID K. CURRAN
MARION DUCKWORTH
THERESA J. FLYNN
SEAN SULLIVAN

WASHINGTON

HEMESPHERIC PUBLICATION CORP.

1987

OTHER INFORMATION:

CALL NO.	362.2 ADO
ACC NO.	32612
PAGES	xiii, 208 p
SIZE	24 cm
ISBN	0-89116-618-1

Title 2:

TERRORISM IN IRELAND

EDITED BY
YONAH ALEXANDER
ALAN O. DAY
LONDON
CROOM HELM

1984

OTHER INFORMATION:

CALL NO. 303.62509 415 TER
ACC. NO. 41201
PAGES v, 209 p
SIZE 23 cm
ISBN 0-87364-290-2

Title 3:

**REPORT OF THE COMMITTEE ON "CAUSES AND EFFECTS OF
CHANGES IN STRATOSPHERIC OZONE" OF NATIONAL
RESEARCH COUNCIL (U.S.)**

WASHINGTON D.C.
NATIONAL ACADEMY PRESS

1984

OTHER INFORMATION:

CALL NO. 551.5112 UNI
ACC NO. 3942
PAGES xi, 254 p
SIZE 23 cm
ISBN 0-309-03443-4

Title 4:

RECAPTURING MARXISM

An appraisal of recent trends in Sociology theory

EDITED BY

RHONDA F. LEVINE

JERRY LEMBECK

V 1: MARXISM, NEO MARXISM AND U.S. SOCIOLOGY
V 2: NEW CLASSES AND OLD THEORIES
V 3: CLASS AND CLASS CAPACITIES
V 4: RACE, ETHNICITY AND CLASS

NEW YORK PRAEGER

1987

12

OTHER INFORMATION:

CALL NO. 301.01 REC
ACC NO. 56412 – 5
SIZE 25cm

Title 5:

INSTITUTE OF ECONOMIC RESEARCH JOURNAL

VOL 22 NO. 1 JANUARY – JUNE 1987

DHARWAR, KARNATAKA

INSTITUTE OF ECONOMIC RESEARCH

OTHER INFORMATION:

CLASS NO. 330.05
FIRST ISSUE PUBLISHED IN 1966
FREQUENCY 2 per year
ISSN 0020-2851

Library has volume 10 onwards

- 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"×3" cards. All titles carry equal marks. (50)

Title 1:

Managing the Indian Economy

By

A. M. Khusro
B. Balraj Mehta

2nd edition

Har-Anand Books
New Delhi
1994

Other Information: Call No : X. 44 N4
Acc.No. : 18402

Title 2:

INTERNATIONAL CONFERENCE ON CATALOGUING PRINCIPLES

Paris, 9th –18th October, 1961

Report

Edited By

A.H.Chaplin and Dorothy Anderson

International Federation of Library Association

London

1963

Other Information :

Call No. : 2:55 pl,N61 K3

Acc. No. : 4823

Title 3:

Journal of Agriculture

(Vol. No. 10, Issue No.1)

Edited By: A.P.Bhatnagar

Publisher : Indian Society of Agriculture

New Delhi

Other Information:

Class No. : Jm 44,N64

Acc. No. : 4420-4437

First Published : 1964

Frequency : Quarterly

Library Holdings : Volume 10 onwards

Title 4:

Political System in India

Edited By Verinder Grover

Vol.1: Constitution

Vol.2: Government

Vol.3: Courts

Vol.4: Federal system

Vol.5: Party system

Vol.6: Election

Deep & Deep Publications

New Delhi

1989

Other Information:

Call No. : W.2. M9.1 to M9.4

Acc. No : 2816-2819

Note : It is a six volume set. Volume nos.5 and 6 are not available in the library.

Title 5:

Inductive Logic

By

Morris R.Cohen

Arnold

London

1966

Other Information:

Call No. : R11 K6

Acc.No : 2980

Note : There is another book (see below) bound with the above book

Applied Logic and Scientific Method

By

Earnest Nagal

Routledge and Kegan Paul Ltd.

London

1971

Other Information :

Call No. : R17 L1

BLIS-05: Reference and Information Sources Assignment

Coverage:

Course: Reference and Information Sources

Units : 1-16

Course Code: BLIS-05

Assignment Code: AST/TMA/Jul.2017/Jan.2018

Total Marks: 100

Answer all questions.

1.1 Explain the relevance of reference sources in providing information services. Justify how information technology has brought improvement in reference service. (20)

OR

1.2 Identify the various reference and information access tools. Give your personal opinion on why reference service is indispensable in a library? (20)

2.1 What do you understand by 'bibliography'? List the major types of bibliographies. Briefly explain the important criteria for compiling subject bibliographies. (20)

OR

2.2 Discuss the scope and utility of abstracting and indexing tools. Describe the different types of abstracting and indexing tools with suitable examples. (20)

3.1 How do you evaluate a standard dictionary for your university library? Discuss with examples. (20)

OR

3.2 What purpose does a general encyclopaedia serve? Describe the points to be considered in evaluating an encyclopaedia. (20)

4.1 Discuss the role of statistics as a source of information. Briefly describe some international sources for finding statistical information. (20)

OR

4.2 Discuss the importance of institution as a source of information. Describe the functions and activities of an information analysis center. (20)

5.0 Answer any fourteen (14) questions choosing at least three (3) from each category. (20)

5.1. Name any one title for each of the following categories:

- (a) Bibliographical sources
- (b) Handbooks
- (c) Books available in the market
- (d) Special dictionaries
- (e) Yearbooks

- 5.2. What information can be found in the following sources?
- (a) African Diary
 - (b) Statesman's Yearbook
 - (c) Indian National Bibliography
 - (d) Annual Register of World Events
 - (e) World of Learning
- 5.3. Describe the scope of the following reference books:
- (a) Chemical Abstracts
 - (b) India: A Reference Annual
 - (c) Time Atlas of the World
 - (d) Science Citation Index
 - (e) Books-in-Print
- 5.4. Name any one source for answering each of the following questions:
- (a) Distance between Kohima and Delhi
 - (b) Vice Chancellor of University of Delhi
 - (c) Brief information about national flags of countries
 - (d) Best season to visit China
 - (e) E-journals available in India

**BLIS-06: Information Services
Assignment**

Coverage:
Course: Information Services
Units: 1-8

Course Code: BLIS-06
Assignment Code: AST/TMA/Jul.2017/Jan.2018
Total Marks: 100

Answer all questions.

1.1 Explain the different types of information needs and the services to satisfy them. (20)

OR

1.2 'Reference service is the hub of activities in a library'. Comment. (20)

2.1 Explain how you would organise a reference section in a university library. (20)

OR

2.2 What is the need for anticipatory services in a library? Discuss the different types of such services in a library. (20)

3.1 Define Selective Dissemination of Information (SDI) service. Describe the different phases of SDI. (20)

OR

3.2 Discuss the activities of a documentation centre. How are these different from those of a library? (20)

4.1 Discuss the impact of Information and Communication Technologies (ICTs) on information services. (20)

OR

4.2 Write an essay on the usefulness of document delivery service. (20)

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

- (a) Ready reference service
- (b) Literature search
- (c) CAS
- (d) Differentiate between data, information and knowledge

BLIS-07: Information Technology: Basics
Assignment

Coverage:

Course : Information Technology: Basics

Units : 1-13

Course Code: BLIS-07

Assignment Code: AST/TMA/Jul.2017/Jan.2018

Total Marks: 100

Answer all questions.

1.1 Depending on computing power and other capabilities, computers may be grouped into different categories. Discuss this statement with reference to the characteristics of each category. (20)

OR

1.2 Describe the various physical transmission media for information transfer and their characteristics. (20)

2.1 What is meant by housekeeping operations in libraries? Describe the advantages of automating activities in a library. (20)

OR

2.2 Describe the different components of MARC format. (20)

3.1 Describe the different types of software packages used in libraries. Comment on the advantages of using commercial software packages. (20)

OR

3.2 Describe the different stages of creating a database using CDS/ISIS. (20)

4.1 Describe the functions of information retrieval systems and its various components. Describe the search capabilities it should have. (20)

OR

4.2 What is Internet? Describe the working of Internet. (20)

5.0 Write short notes on **any two** of the following. (20)

- (a) Applications software
- (b) World Wide Web
- (c) Library networks in India
- (d) Subject directories of Internet

BLIS-07: Information Technology: Basics
Assignment
Computer Practical

Coverage:

Course: Information Technology: Basics

Units : 1-13

Course Code: BLIS-07

Assignment Code: AST/PRAC/Jul.2017/Jan.2018

Total Marks: 100

Create a database of 30 records using CDS/ISIS package and take a print out 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 counselors)

Note:

- a) Securing minimum pass marks in both assignments is compulsory for passing BLIS-07.
- b) The software will be provided by the study center.
- c) For more details please contact the coordinator of your study center.