



IGNOU

BLIS

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

**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**

April, 2017

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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 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. 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 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 2017 session fails to submit her/his assignments till 30th March 2018, then s/he will have to attempt the fresh assignments of July 2018 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 2018 session fails to submit her/his assignments till 30th September 2018, s/he will have to attempt the fresh assignments of January 2019 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 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.

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

**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.17-Jan.18

Total Marks: 70

Note: Answer all questions.

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

1. What do you understand by copyright? Explain the actions that do not constitute an infringement of copyright. (10)
2. State the characteristics of a profession. Discuss the contradicting views of authors justifying LIS as a profession and not as a profession. (10)
3. Enumerate the different types of information institutions. Discuss their role, functions and services distinguishing between them. (10)
4. Discuss the role of UNESCO in promoting library and information activities in India. (10)

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

1. Explain the role of libraries in facilitating and supporting learning. (5)
2. Discuss the transformation of a librarian from custodian of books to a digital librarian. (5)
3. Finance is important for effective library legislation. Discuss the provisions of finance in the acts of any four states in India. (5)
4. What do you understand by de-institutionalisation of information services? Discuss the provision of information services in the de-institutionalised mode. (5)
5. Discuss the relevance of Five Laws of Library Science in the context of changing information environment. (5)
6. Discuss in brief the role of RRRLF in modernisation of libraries. (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.17-Jan.18

Blocks: 1 to 4

Units: 1 to 14

Total Marks: 70

Note: Answer all questions.

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

1. Define primary, secondary and tertiary sources of information. Discuss the different types of reports as primary sources of information. (10)
2. Explain how the activities and functions of NGOs create information for masses. (10)
3. What are web-based services? Describe the different types of services offered under this category. (10)
4. Explain the concept of user education. Explain the methods of conducting user education programmes in libraries. (10)

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

1. Discuss the categorisation of documents by Ranganathan. (5)
2. Explain the role of media persons as sources of information. (5)
3. What do you understand by virtual reference service? Discuss its advantages and disadvantages. (5)
4. Explain the basic information literacy skills necessary for learners. (5)
5. Discuss the relevance of conducting user studies in an online environment. (5)
6. Describe the process of evaluating geographical sources of information. (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.17-Jan.18

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. Discuss the need and purpose of Common Communication Format (CCF).
Explain the structure of a record in it. (10)
2. State the different types of Non-Book Material (NBM). Discuss the constraints in using them and problems in their cataloguing. (10)
3. Explain the need for notation in library classification. Discuss its qualities. (10)
4. Differentiate between 'subject cataloguing' and 'subject indexing'. Describe the process of subject indexing. (10)

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

1. Explain the terms, 'library catalogue', 'index' and a 'shelf list'. Differentiate between them. (5)
2. State the associative relationships in a thesaurus. Illustrate any five such relationships by giving examples. (5)
3. Enumerate the different types of metadata explaining their purposes. (5)
4. Explain the syntax of PRECIS by giving an example. (5)
5. Discuss the need and purpose of classification in a library. (5)
6. Explain the Canons of Array with an example. (5)

BLI-224: ICT FUNDAMENTALS TUTOR MARKED ASSIGNMENT

Coverage:
Course: ICT Fundamentals
Blocks: 1 to 4
Units: 1 to 15

Course Code: BLI- 224
Assignment Code: AST/TMA/Jul.17-Jan.18

Total Marks: 35

Note: Answer all questions.

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

1. Discuss various WAN physical topologies and hardware devices used for building WANs. (5)
2. 'FTP, Telnet and Web browsers are based on client server architecture'. Discuss. (5)
3. What is Web 2.0? Discuss different types of Web 2.0 applications. (5)

II) Write short notes on the following in not more 150 words each. (2X10= 20 Marks)

1. Routers (2)
2. WiMax (2)
3. Interactive television (2)
4. LibreOffice suit (2)
5. DBMS languages (2)
6. Multimedia storyboard (2)
7. MPLS (2)
8. IP Addressing (2)
9. XML (2)
10. Web Directory (2)

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.17- Jan.18

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)**

1. 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)
2. 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)
3. 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: 1to18

Course Code: BLI-225

Assignment Code: AST-1/TMA/ Jul.17- Jan.18

Total Marks: 70

Note: Answer all questions.

1) Read the passage carefully and answer the questions given below. **(2X10= 20 Marks)**

Language, as we have seen, seems to be a highly developed form of animal signaling. But there is a missing link in the chain. How, and when, did we start to talk? This is a problem of interest mainly to ethologists (students of animal behavior), and one which has not yet been solved. Most linguists regard this fascinating topic as being outside the realm of linguistics proper. They are more interested in studying actual language than in speculating about its origins. But although how language began is a puzzle, why language began seems rather clearer. Possibly it began because humans needed a greater degree of cooperation with each other in order to survive, and this cooperation required efficient communication.

Consequently the primary function of language is to impart factual information and to convey essential commands. But language can also be used to communicate feelings and emotions. This aspect of language is not as well developed as 'information talking', because humans, like other primates, can convey emotions by screams, grunts, sobs, gestures and so on. So they need language only to confirm and elaborate these more primitive signals.

In addition, there is the language of social chitchat, the meaningless small talk of everyday life. "Hallo, how nice to see you. How are you? Isn't the weather terrible?" This social patter has been called phatic communion and is primarily a device to maintain social contact on a friendly level. Some ethologists call it 'grooming talking' and suggest that it is substitute for the friendly grooming indulged in by the monkeys. There are other biologically less important functions of language. Humans may use language for purely aesthetic reasons. In writing poetry, for example, people manipulate words in the same way as they might model clay or paint a picture. Or they may talk in order to release nervous tension, a function seen when people mutter to themselves in anger and frustration.

1.1 a) Say whether the following statements are true or false according to the passage. Correct the false statements. (10)

- i) Language is a highly sophisticated form of human sign communication.
- ii) Ethologists are interested in the study of animal behavior.
- iii) How language began is obscure.
- iv) The main function of language is to convey emotions and feelings.
- v) Phatic communication is similar to 'groom talking' of monkeys.

1.2 b) Answer the following questions: (10)

- i) List four reasons why human need to 'talk'?
- ii) Besides 'talk' how else do humans convey emotions?
- iii) What is phatic communication? Give your own example of phatic communication.
- iv) What is the primary function of writing?
- v) Give an appropriate title to the passage.

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

A librarian observes and remains satisfied that he has uncovered the truth, he then sets out to solve the problem. He doesn't procrastinate_____ (**neither/or**) spend too much time gathering unnecessary additional data. He gets the right people involved in the right way, he_____ (**told/tells**) them what he has observed, tells them what he's decided to_____ (**done/do**) so far, and then works with their help to solve the problem. In the course of solving that problem, they may uncover other issues. A good librarian_____ (**take/takes**) the same approach with each new problem. He _____(has/have) a clear focus to identify and execute the solution as well.

3) Complete the following telephonic conversation with suitable responses: (10)

- a) Good morning Dr.Lotha! Is the Vice Chancellor attending_____? Yes, Prof.Dolly Kikon, the Vice Chancellor is interested_____

- b) Is it a good time to meet up today? Yes, Dr.Solo I am absolutely free today
to_____
- c) Mr.Samir and Mr.Bithungo have agreed to take lifetime library membership.
Could you _____
- d) How far is university library away from your residence? I wish

- e) Dr.Waitsungla is delivering a special talk today_____
- 4) Prepare a presentation with at least five slides on any one of the following topics. (10)
- a) Methods of writing
 - b) Presentation skills
 - c) Resume
- 5) Write on any two of the given topics in about 100 words. (10)
- a) Social Skills
 - b) Body Language
 - c) Preparing your Portfolio
- 6) Write a letter to the VC requesting him/her for infrastructural development of the
University 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.17-Jan.18

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. Enumerate and discuss the major managerial functions and explain their significance in effective library management. (10)
2. Describe the routines performed in the technical section of a university library. (10)
3. Compare Browne and Newark Charging Systems. Which of these systems do you prefer for a large library and why? (10)
4. Explain the process of document selection in a library. (10)

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

1. Discuss the relevance of Barnard's principles in library management. (5)
2. Why do people resist change in libraries? (5)
3. What are the internal/external causes of deterioration of library materials? (5)
4. Prepare a line-item budget for a public library. (5)
5. Explain why financial audit is necessary in libraries. (5)
6. Describe the problems related with acquisition of electronic sources in the libraries. (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.17 - Jan.18

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.	Mathematics for Physicist		
2.	King Lear by William Shakespeare : A Criticism		
3.	Reference Service in Agricultural Libraries		
4.	Surgical Therapy of the Intestines		
5.	Social Discrimination of the Poor in India		

Part 2: Cataloguing Practice

Note:

(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:

Fair shares: ethics and the global economy

Timothy Gorringe

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:

Great books of liberty: the essential introduction to the greatest idea of Western Civilization

Edited by

Chris Berg & John Roskam with Andrew Kemp

Ballan, Vic.

Connor Court Pub

2010

OTHER INFORMATION

CALL NO. 323.44 GRE

ACC. NO. 435443

PAGES xiv, 333 p.

SIZE 21cm.

ISBN 9781921421211

Title 3:

2007-2009 North Dakota water development report: an update to the 1999 state water management plan

North Dakota State Water Commission

Bismarck, N.D.

North Dakota State Water Commission

2006

OTHER INFORMATION

CALL NO. 333.91009784 NOR
ACC. NO. 365231
PAGES 18 p.
SIZE 28 cm.
ISBN 2007406729

Title 4:

**POST IMPERIALISM
INTERNATIONAL CAPITALISM AND DEVELOPMENT IN THE LATE 20TH
CENTURY**

David G. Becker

Vol. 1: Post imperialism, a class analysis of multinational corporate expansion

Vol. 2: Third world indebted industrialisation

Vol. 3: International capital and national development

Boulder

L. Rienner Publishers

1987

OTHER INFORMATION

CALL NO. 338.8881724 BEC
ACC. NO. 345672-4
SIZE 26 cm.
ISBN 9780791493519

Title 5:

Advances in agricultural economic history

Vol. 1

2000

Stamford, Conn.

JAI Press

OTHER INFORMATION

CLASS NO.	330
FIRST PUBLISHED IN	2000
FREQUENCY	Irregular
ISSN	1546-4865
HOLDING	Library lacks volume 5 to 8

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

Coverage:

Course Code: BLIE-228

Course: Information Products and Services

Assignment Code: AST/TMA/Jul.17-Jan18

Blocks: 1 to 4

Units: 1 to 13

Total Marks: 70

Part-1

Note: Answer all questions.

1) Answer the following questions in 250 words each. (3X5=15 Marks)

1. What do you understand by abstracts and abstracting? Describe the usefulness of abstracts. (5)
2. Discuss the value and benefits of consolidated information in decision making and problem solving. (5)
3. What is Content Management System (CMS)? List its different types and explain any one in detail. (5)

2) Answer the following questions in 150 words each.

1. What are the steps involved in subject approach to literature search? (4)
2. Define referral service. Discuss how institutions and persons act as tools for referral service. (4)
3. Describe presentation and layout of a digest. (4)
4. Explain the factors responsible for an efficient document delivery service. (4)
5. Discuss the potential of web marketing in LIS centers. (4)

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

3.1) Book

First Author	Frank M J LaFasto
Second Second	Carl E Larson
Title	The Humanitarian Leader in Each One of Us
Sub Title	7 Choices that Shape a Socially Responsible Life
Publisher	Sage Publications
Year of Publication	2011
Place of Publication	London
Type of Publication	Print
Other Information	ISBN 978-1-4129-9922-9

3.2 Periodical Article

First Author	Jayne Gackenbach
Second Author	Yue Yu
Third Author	Ming-Ni Lee
Fourth Author	Zongkui Zhou
Fifth Author	Gino Yu
Name of the Periodical	Gender, Technology and Development
Title of the Article	Gaming, Social Media, and Gender in Chinese and Canadian Cultures
Volume Number	20
Issue Number	3
Year of Publication	2016
Pages	243-278
Type of Publication	Print

3.3 Online Newspaper Article

Name of the Newspaper	Business Standard
Date of the Publication	21/2/2017
Date of Retrieving/Accessing	21/2/2017
Author	Viveat Susan Pinto
Title of the Newspaper Clipping	Despite demonetisation, Indian consumers remained confident in Q4
Web Address	http://www.business-standard.com/article/economy-policy/despite-demonetisation-indian-consumers-remained-confident-in-q4-nielsen-117022000814_1.html
Type of Publication	Web

3.4 Chapter in a Book

Editor	Gauri Viswanathan
Title of the Book	Power, Politics and Culture
Publisher	Pantheon Books
Year of Publication	2001
Place of Publication	New York
Title of the Chapter	In the shadow of the West
Author of the Chapter	E W Said
Pages of the Chapter	39-52
Type of Publication	Print

3.5 Government Publication

Author	Publications Division Ministry of Information and Broadcasting Government of India
Title	India 2016
Sub Title	A Reference Annual
Publisher	Publications Division
Place of Publication	New Delhi
Year of Publication	2017
Type of Publication	Print

- 4) **Prepare an indicative abstract of the below mentioned text in not more than 50 words.** (5)

New Millennium Organisations

The decade of 1990s has witnessed a great many changes. One such change is the way organisations are viewed and managed. Organisations may no longer be considered as production oriented entities, divided by function (human resource management, accounting, research and development, marketing service, etc.). Management experts view modern organisations as flexible structures characterised by geographically dispersed work-force in which client-oriented work groups or teams based around organisational processes, act autonomously to meet the goals of the organisation.

Many terms have been employed to describe the new type of organisations. Each of these descriptions conveys a vivid impression of new millennium organisation. For instance, one of the descriptions conceives it as a 'knowledge-based' organisation in which employees' knowledge is the organisation's primary asset. Another perception of new millennium organisation is that it will be a 'learning organisation' in which the individuals, teams, and the organisation itself continuously learn from the environment and from their activities, and act on what they have learnt. A third view is that it will be a knowledge-based organisation in which the products and services are customised and continually enhanced or changed to indicate what has been learnt from customers. In other words, it will be an extended enterprise, in which customers, clients, suppliers, governments and other stakeholders are included explicitly in the definition of organisation itself. Yet, another view is that it will be a networked organisation in which computer-based communication networks enable wide spread and rapid communication among all groups in the extended enterprise. Network technologies like the Internet will enable "any time" "any place" communication and access to information.

Two important aspects shape the modern organisations. One is the focus on the role of the learning and knowledge in organisations and the other is the convergence of information technology, telecommunications, and information resources in networked information resources. This demand is necessitated with the rise of knowledge management as the focus of organisational improvement efforts. In such organisations, the information managers may be called "knowledge managers". Knowledge management has certain *implications for librarians* as information providers, and information managers in organisations, for the profession of librarianship, to the field of information science and for the educators of the profession. To know these implications, we need to understand what is meant by knowledge management, to identify knowledge management processes to which librarians and informational professionals contribute.

Knowledge management is concerned with the acquisition, transfer and use of knowledge in organisations. We are now in an information age, in which the primary role of management is to develop the "intellectual capital" of the organisation. According to this view, the knowledge of its workers is the foundation of the organisation's 'intellectual capital'. Knowledge management aims to improve the organisation and its contribution to the economy, by increasing the intellectual capital of the organisation.

Knowledge management involves three professional domains. They are: i) the business domain, ii) the information content domain, iii) the information technology infrastructure domain (Choo, C.W.1997). Members of organisations drawn from each of these domains play their respective roles in knowledge management. Information content experts include

librarians, record managers, and database managers. They are concerned with the acquisition, organisation, and transfer of data, information, and knowledge that may be used by people in business domain. Their primary responsibility is transfer of organisational knowledge. The role of information technology experts is to provide technical infrastructure that enable knowledge management processes which meet the requirements of the organisation.

5) 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. Sports
2. Delhi Government
3. Road Accidents

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.17-Jan.18

Total Marks: 35

I) Answer all the questions in not more than 500 words each. (3x5=15 Marks)

1. What do you understand by integrated library system? Enumerate the procedures involved in an automated circulation system. (5)
2. Discuss the parameters for evaluation of commercial library automation packages. (5)
3. Describe the digitisation process of video material. (5)

II) Write short notes on the following in not more than 200 words each. (10x2=20 Marks)

1. Web 2.0 compliant ILS (2)
2. Information mashup (2)
3. Web- scale library management (2)
4. OAI- PMH compliance (2)
5. Features of Evergreen (2)
6. WEBLIS (2)
7. Open Library System (2)
8. Audio/ Video compression (2)
9. Item submission workflow in DSpace (2)
10. Librarian's interface in GSDL (2)

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.17-Jan.18

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.
- I) In Koha do the following activities: (20)
- 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.
- 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)