



BLIS

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

ASSIGNMENTS

For

July 2018 and January 2019 Sessions



**Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
MaidanGarhi, New Delhi –110068**

IGNOU

Dates for Submission of Assignments

For July 2018 Session 31st March 2018

For January 2019 Session 30th September 2019

Where to Submit the Assignments

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

April, 2018

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at MaidanGarhi, 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 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 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/CodeName
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.18-Jan.19

Total Marks: 70

Note: Answer all questions.

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

1. Describe the role of library in the context of changing information society. (10)
2. Describe the activities and services of DELNET. (10)
3. Describe the role of UGC in the development of libraries and information services. (10)
4. Explain the characteristic features of a digital library. (10)

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

1. Explain the need and components of library legislation. (5)
2. What is resource sharing? Discuss its need. (5)
3. Describe the progress and activities expected of a library association to achieve its objectives. (5)
4. Discuss the issues and problems in designing a code of ethics for librarians. (5)
5. Explain the functions and activities of an information broker. (5)
6. Discuss in brief the objectives and services of CALIBNET. (5)

**BLI-222: INFORMATION SOURCES AND SERVICES
TUTOR MARKED ASSIGNMENT**

Coverage:
**Course: Information Sources and
Services**
Blocks: 1 to 4
Units: 1 to 14

Course Code: BLI-222
Assignment Code: AST/TMA/Jul.18-Jan.19

Total Marks: 70

Note: Answer all questions.

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

1. What are biographical sources of information? Explain the process involved in evaluating such sources. (10)
2. Who are peripheral information professionals? Explain their role as disseminators of information. (10)
3. Differentiate between responsive and anticipatory information services. Briefly discuss the different types of responsive service. (10)
4. Explain the need for user studies in a library. Describe the steps involved in conducting such studies. (10)

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

1. Discuss the categorisation of sources by Subramanyam. (5)
2. Explain the importance of reports as primary sources of information. (5)
3. Enumerate the different types of information generators with their functions. (5)
4. Who are aggregators? Describe the services offered by them. (5)
5. Discuss how IT helps in providing user education. (5)
6. Explain the need for conducting information use study. (5)

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

Coverage:

**Course: Organising and Managing
Information**

Course Code: BLI-223

Assignment Code: AST/TMA/Jul.18-Jan.19

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. What is metadata? Discuss its different types based on its role in electronic environment. (10)
2. Explain the structural design of a MARC record. (10)
3. Differentiate between natural language and indexing language. Explain the structure of an indexing language. (10)
4. Make a comparative presentation between enumerative and faceted classification systems giving examples. (10)

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

1. Discuss the notational systems of CC, DDC and UDC. (5)
2. Explain the cataloguing of cartographic material according to AACR2R with an example. (5)
3. Explain the need for notation in library classification. Discuss its qualities. (5)
4. Discuss the genus-species relation and its treatment in classification with examples. (5)
5. Differentiate between pre-coordinate and post-coordinate indexing systems. (5)
6. State the objectives of vocabulary control. Discuss the methods used for achieving it. (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.18-Jan.19

Total Marks: 35

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

1. Discuss the major components of a computer. (5)
2. Explain the routing algorithm. (5)
3. Describe different types of messaging methods. (5)

II) Write short notes on the following in not more 150 words each. (10X2=20 Marks)

1. NEIS (2)
2. Ubuntu operating system (2)
3. Client- server architecture (2)
4. Characteristics of data in a database (2)
5. Authoring software (2)
6. Bus Topology (2)
7. Multimedia messaging (2)
8. POP/ IMAP e-mail account (2)
9. IP addressing (2)
10. Meta search engine (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.18- Jan.19

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.
-
- 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 boldface 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 at least 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: 1-18

Course Code: BLI-225
Assignment Code: AST/TMA/Jul.2018 Jan.2019

Total Marks: 70

Note: Answer all questions.

1) Read the passage carefully then answer the questions that follow:

A tornado is a very violent windstorm, in which the air whirls rapidly upwards in a grayish funnel-shaped cloud, with its tip near the ground. It twists and sways in the sky like a diving thing and moves in a straight line over the countryside at about 6 to 30 m.p.h. No one knows exactly what starts a tornado, but it certainly happens when extremely hot, moist air meets cold, dry air. When two kinds of air try to pass each other, they get locked together and the hot air spirals upwards more and more quickly until it may be whirling round between 400 to 500 m.p.h.

Tornadoes do a vast amount of damage, even though they seldom last for more than an hour or two. The speed of the whirling air makes quite small things such as grains of sand into dangerous weapons. Once in America, a corn cob picked up by a tornado shot through a horse's skull and killed the horse. The hot air spiraling upwards sucks up everything in its path, rather as a vacuum cleaner does. Tornadoes have been known to tear steel bridges from their foundations, to uproot large trees and to lift trains off their lines. People and animals have been lifted and carried some distance; a horse, for example, was once picked up, carried 3 kilometres, and put down again unhurt. Queer things happen such as corks flying out of bottles and closed boxes and hoses exploding as the air within them rushes out with great violence.

A waterspout is a tornado that happens over sea. The whirling air sucks up water, and the waterspout moves along with a hissing, roaring crashing noise. Sometimes tiny fish are caught up, and their scales make the whirling column sparkle. When a water spout passes from sea to land it becomes a tornado.

Hurricanes are even more terrible than tornadoes. Nowhere are they more terrible and more frequent than in the West Indies, and the name 'hurricane' comes from the name of West Indian God of storms, Hunraken. They are called tropical cyclones in India, typhoons in China and Japan and willy-sillies in northern Australia.

- a. How does a tornado generally start? (2)
- b. Give four instances from the passage of the damage that tornadoes have done. (2)
- c. Which storm is worse than the tornado? In which part of the world are those storms most frequent. (2)
- d. What is a waterspout in the context of the passage. (1½)

- e. Give the different names of a hurricane. (1½)
- f. From paragraph one pick out four words which describe the movement of the wind/ air during a tornado. (2)
- g. Find words from the passage which are opposite of the following words: (4)
- | | | | |
|-----|------------|----|------|
| i | Dry | ii | Tiny |
| iii | Frequently | iv | Safe |
- h. Find words from the passage which mean the same as the following: (5)
- | | | | |
|-----|---------------|----|---------|
| i | very forceful | ii | spins |
| iii | in its way | iv | strange |
| v | shine | | |

2) What is a profile? Explain the importance of profile and the points to be mentioned while writing a profile. (10)

3) Complete the following telephone conversation with suitable expressions:(2x5=10)

a) Good afternoon Miss.Ezoni! I wonder whether the chief librarian would be interested to _____? I regret to inform that the Dr.Yanpo, the chief librarian_____.

b) Mr.Chumben, what are the latest_____ available in the district library of Wokha? Well, the library is subscribing to all the latest_____ in science and social science disciplines.

c) Mr.Eric, does good communication skills help in_____? Indeed, having good communication skills help us in enhancing_____

d) Is Prof. Chon delivering lecture_____? Yes, the lecture is on _____ and you are _____

e) Hello, Murry, will you teach me _____? I will certainly teach you the latest_____

- 4) Prepare five suitable slides for making presentation on any one of the following topics. (10)
 - a). Writing process
 - b). Writing reports

- 5) Write short notes on the following in about 100 words each. (10)
 - a). Questionnaire method
 - b). Group discussion

- 6) Write a letter to the HRD minister for providing special funds for conducting computer skills for enhancing all the library staffs. (10)

**BLIE-226: MANAGEMENT OF LIBRARY AND INFORMATION CENTRE
TUTOR MARKED ASSIGNMENT**

Coverage:

**Course: Management of Library
and Information Centre**

Blocks: 1 to 4

Units: 1 to 15

Course Code: BLIE-226

Assignment Code: AST/TMA/Jul.18-Jan.19

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 scientific management? Discuss the levels of management and managerial skills required for each level. (10)
2. Enumerate different sections of a university library. Explain in detail various functions of a circulation section. (10)
3. Discuss the various methods adopted by libraries for arranging library materials. (10)
4. Describe the disaster preventive measures to be kept in mind while designing a library building. (10)

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

1. Discuss why weeding of library material is required. (5)
2. Describe why motivation of employees is essential in an organization. (5)
3. Explain the precautionary measures against loss of library documents. (5)
4. Discuss the sources of finance for a public library. (5)
5. Explain how TQM will be implemented in libraries? (5)
6. Discuss the essential aspects of maintenance work in a library. (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.18 - Jan.19

Total Marks: 70

Part 1: Classification Practice: DDC 19th Edition

Note:

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 at 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.	Labour Law in India		
2.	Nuclear Control Treaties between India and United States		
3.	Museum Architecture		
4.	Criminal offences in Pakistan		
5.	Role of Buddhism in Society		

Part 2: Cataloguing Practice

- 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 at 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:

NILE DELTA: A GEOLOGICAL EXCURSION

Daniel Jean Stanley

Washington, D.C.

Deltas - Global Change Program Smithsonian Institution

1997

OTHER INFORMATION

CALL NO. 556.21 STA

ACC. NO. 73425

PAGES 189p.

SIZE 28 cm.

Title 2:

**INDUCED PLANT DEFENSES AGAINST PATHOGENS AND HERBIVORES :
BIOCHEMISTRY, ECOLOGY, AND AGRICULTURE**

Edited by

Anurag A. Agrawal, SadikTuzun, Elizabeth Bent.

St. Paul, Minn.

APS Press

1999

OTHER INFORMATION

CALL NO. 632.3 IND

ACC. NO. 435443

PAGES ix, 390 p.

SIZE 24cm.

ISBN 08905422

Title 3:

**SUMMARIES OF PAPERS PRESENTED AT THE CONFERENCE ON LASERS AND
ELECTRO-OPTICS, MAY 8-13, 1994, ANAHEIM CONVENTION CENTER,
ANAHEIM, CALIFORNIA**

Sponsored by Optical Society of America, IEEE
Lasers and Electro-optics Society in cooperation with Quantum Electronics Division of the
European Physical Society, Japanese Quantum Electronics Joint Group.
Washington, DC
Optical Society of America
1994

OTHER INFORMATION

CALL NO.	621.366 CON
ACC. NO.	365231
PAGES	xvi, 523 p.
SIZE	28 cm.
ISBN	155752341X

Title 4:

Handbook of quantum logic and quantum structures : quantum structures

Edited by

Kurt Engesser Dov M. Gabbay Daniel Lehmann

Vol. 1 : New quantum structures/Anatolij Dvure Censkij

Vol. 2 : Quantum structures and fuzzy set theory/Jaroslav Pykacz

Vol. 3 : Algebraic and measure-theoretic properties of classes of subspaces of an inner-product space/ David Buhagiar, Emmanuel Chetcuti, and Anatolij Dvure Censkij

Vol. 4 : Quantum probability/Stan Gudder

Vol. 5 : Quantum logics as underlying structures of generalized probability theory/ Pavel Ptak and Sylvia

Boston
Elsevier
2007

OTHER INFORMATION

CALL NO.	530.12015113 HAN
ACC. NO.	345672-6
SIZE	25 cm.
ISBN	9780444528704

Title 5:

ZAMBIA JOURNAL OF SCIENCE AND TECHNOLOGY

VOL. 1 - Jan. 1976

Lusaka
National Council for Scientific Research.

OTHER INFORMATION

CLASS NO.	505
FIRST PUBLISHED IN	1976
FREQUENCY	monthly
HOLDING	Library lacks volume 10 to 15

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

Coverage:

Course Code: BLIE-228

Course: Information Products and Services Assignment Code: AST/TMA/Jul.18-Jan.19

Blocks: 1 to 4

Units: 1 to 13

Total Marks: 70

Part-1

Note: Answer all questions.

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

1. What is literature search? Explain offline and online approaches to literature search. (5)
2. Explain the steps involved in analysis and synthesis of information with diagram. (5)
3. Define electronic document delivery service and discuss the emerging trends in such service. (5)

II) Answer the following questions in 150 words each. (5X4=20 Marks)

1. Define current awareness service. Describe its scope and characteristics. (4)
2. What is the need for technical digests for technical workers? Discuss the categories of technical digests. (4)
3. Describe some of the translation activities in humanities and social science in India. (4)
4. Explain the use of web-based services in libraries. (4)
5. Describe content tools according to media. (4)

Part-2

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

1.1) Book

First Author	Ajai S Gaur
Second Author	Sanjaya S Gaur
Title	Statistical Methods for Practice and Research
Sub Title	A Guide to Data Analysis Using SPSS Package
Publisher	Sage Publishing
Year of Publication	2009
Place of Publication	London

Type of Publication	Print
Other Information	ISBN 978-81-321-0100-0

1.2 Periodical Article

First Author	<u>Maryam Okhovati</u>
Second Author	Elham Sharifpoor
Third Author	<u>Mohammad Aazami</u>
Fourth Author	Farzaneh Zolala
Fifth Author	<u>Mehran Hamzehzadeh</u>
Name of the Periodical	Journal of Librarianship and Information Science
Title of the Article	Novice and Experienced Users' Search Performance and Satisfaction with Web of Science and Scopus
Volume Number	49
Issue Number	4
Year of Publication	2017
Pages	359-367
Type of Publication	Print

1.3 Online Newspaper Article

Name of the Newspaper	Indian Express
Date of the Publication	13/2/2018
Date of Retrieving/Accessing	13/2/2018
Author	K Sujahta Rao
Title of the Newspaper Clipping	Is India Ready for NHPS?
Web Address	http://indianexpress.com/article/opinion/columns/national-health-schemes-budget-2018-primary-healthcare-hospitals-is-india-ready-for-nhps-5061319/
Type of Publication	Web

1.4 Chapter in a Book

Editor	Uwe Skoda
Title of the Book	India and its Visual Cultures
Publisher	Sage India
Year of Publication	2017
Place of Publication	New York
Title of the Chapter	The Photograph in Social Science Research—A Few Ethical and Practical Questions
Author of the Chapter	Malvika Karlekar
Pages of the Chapter	39-52
Type of Publication	Print

1.5 Government Publication

Author	Ministry of Labour and Employment Government of India
Title	India 2016
Sub Title	Handbook of Employment Exchange Statistics-1947-2014
Publisher	Government of India
Place of Publication	New Delhi
Year of Publication	2015
Type of Publication	Print

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

Marketing of Information Services

Presently, the need for marketing of information services is being felt by all types of libraries. Libraries are facing competition from other information service providers. They need to make daily decisions on the form and formats for acquiring and archiving information. Librarians are striving to provide free access to information. They are struggling with space constraints, shrinking budgets and rising cost of materials. At the same time, users' expectations are going high with the emergence of online access to information. In response to these factors, management philosophies and administrative operations of libraries have changed. Librarians are embracing marketing techniques to be more efficient managers and effective information service providers. Thus, libraries are facing the greatest challenge that is as the financial provisions for libraries are being continuously curtailed and they are pressurised to be self-sustained. Librarians are hard pressed to mobilize financial resources. This requires an increased emphasis on marketing. Good marketing efforts can take care of all resources and how best these can be channelised in an efficient way. Library services are valuable services but are undervalued because of lack of visibility among the users. Marketing efforts can help in improve the image of library and information (LIS) professionals by establishing cordial relations with the users and other patrons, good facilities, high standard of service, good discipline and well-behaved staff.

For a long time, LIS professionals had engaged primarily with suppliers and thus lost interest in working for the users/customers. But it must be kept in mind that only satisfied users come back and there are greater chances that dissatisfied users will find some other suppliers of information to meet their information needs. The reasons for applying marketing techniques in any

organisation, particularly in library and information centre, is not to achieve profit in financial terms, but to achieve high level of users' satisfaction and to enhance the perceived value of their services and products. The increased users' satisfaction will result in the increased willingness to use and pay for the services offered. Enhanced perception of the value of the organisation will translate into increased level of support to the organisation. As such, user satisfaction has direct impact with the support they get from the library. However, some efforts could be made to get such funding through dealing with funding bodies directly.

To meet users needs satisfactorily, the first thing the LIS professionals need to understand that: Whom are they trying to serve? What are user's interests? What can the librarians provide to serve these interests? Under what conditions can the librarians offer services and products? How do the librarians communicate with the users? How users communicate their needs to the LIS professionals? Librarian knows well about the library in terms of its resources, facilities, services, products, etc. There is nothing wrong if librarians tell their users about how well they can help them in achieving their desired objectives. However, librarians must capitalize their expertise in meeting users needs through the resources available. Marketing puts such concept into work. Particularly, in the information era, marketing's role in library and information centre is finding information/ products for the users/customers and not users/customers for the information/ product. It is to remember that no library "owns" its users to the extent that it determines their likes and dislikes. Librarians must pay attention to users' requirements and preferences. Libraries want the user to come again and use their resources and services. Traditionally, libraries have very positive and favourable relationship with its users. Users are formally attached with the library as members of the library. Librarians have a great potential to transfer this positive, favourable relationship to attract users time and again. But users will come again only if their present needs are well met, and in meeting the information needs of users, marketing attitude plays a vital role. The world in which libraries exist has changed dramatically. It moves faster, relies on technology, and competes more intensely. Fearful that change may threaten the existence of libraries, we must look to marketing to help us manage better.

3) 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. Budget 2018
2. PM Narendra Modi
3. Indian Sports

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.18-Jan.19

Total Marks: 35

I) Answer all the questions in not more than 250 words each.

(3X5=15 Marks)

1. Discuss functional requirements for acquisition in ILS. (5)
2. Discuss future trends of digital libraries. (5)
3. Explain metadata management in DSpace. (5)

II) Write short notes on the following in not more than 150 words each. (10X2=20 Marks)

1. Three eras of library system (2)
2. Authority Control (2)
3. Web 2.0 features in Koha (2)
4. LAMP architecture (2)
5. Digital Library of India (2)
6. Open Source Software (OSS) philosophy (2)
7. Webcasting (2)
8. Service oriented architecture in ILS (2)
9. User management in DSpace (2)
10. User 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.18-Jan.19

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:

- 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)