

**Certificate
in
Library and Information Science**

**Assignments
For January 2018 and July 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 JANUARY SESSION

31th March 2018

FOR JULY SESSION

30th September 2018

WHERE TO SUBMIT THE ASSIGNMENTS

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

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INSTRUCTIONS FOR ASSIGNMENTS:

- 1) As part of CLIS Programme, each candidate has to do one assignment each in all the courses.
- 2) Assignments 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 will be counted in your final result. Candidates are, therefore, advised to take assignments seriously, complete and submit them in time.
- 3) You must remember that assignments are compulsory. You will not be allowed to appear for the Term End Examination for a course if you do not submit the specified number of assignments and complete the practical in time for that course.

Instructions for Tutor Marked Assignments:

- 1) *The validity of the assignment is ONE YEAR. Those who take admission in January session or July session have to attempt the assignments of that session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of January 2018 session fails to submit her/his assignments till 31th March 2018, s/he will have to attempt the fresh assignments of July 2018 session). Similarly, those who take admission in July session have to attempt the assignments of July session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent Jan session (e.g. if a student of July 2018 session fails to submit her/his assignments till 30th September 2018, s/he will have to attempt the fresh assignments of Jan 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 | Enrolment No. |
| Course Code & Title..... | Name |
| Assignment Number | Address |
| Study Centre (Code)..... | |
| Study Centre | |
| (Place) | |
| | Date |

- 4) Your answer sheet should be complete in all respects. Make sure you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grades/marks.
- 5) Do not just reproduce your answers from the units. If you reproduce from units, you will get a Zero.
- 6) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 7) Typed and computer print assignment are not permissible.
- 8) Use only fullsize size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.
- 9) Leave 3” margin on the left and at least 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments in appropriate places. Write question number with each answer.
- 10) The evaluated assignment will be returned to you by the Coordinator of your Study Centre. This will also include a copy of assignment sheet containing global comments of the evaluator on your performance in the assignment. This will enable you to improve in your future assignments as well as the Term End Examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

BLI-011: Libraries: An Introduction

Assignment

Coverage:

Course Code: BLI-011

Course: Libraries: An Introduction

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

Units: 1-8

Total Marks: 50

Part-1: Answer all questions in about 300 words. All questions carry equal marks

1. What do you understand by society? Explain the stages of societal evolution. (5)
2. Explain the need, purpose and functions of library in society. (5)
3. Describe the role of academic libraries. (5)
4. Explain the different roles and responsibilities of specialist in library. (5)
5. Explain the information technology (IT) competencies needed for library staff. (5)
6. Explain the tools that are commonly used for selection of documents for new materials in library. (5)
7. Define library records. Explain the need for library records. (5)
8. Explain the process and methods of stock verification. (5)

Part-11: Write short notes in about 100 words. All questions carry equal marks.

1. Hybrid library (2)
2. Readers service (2)
3. Technical processing (2)
4. Acquisition through gifts in library (2)
5. Physical processing (2)

BLII-012: Document Processing and Organisation

Assignment

Coverage:

Course Code: BLII-012

Course: Document Processing and Organisation

Assignment Code: AST/TMA/Jan.2018-July.2018

Units: 1-6

Total Marks: 50

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

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

- i. Higher Education in India
- ii. Labour Law of Rajasthan
- iii. Journal of Military Science
- iv. Physical Anthropology
- v. Dictionary of Philosophy
- vi. Community Songs
- vii. Debates of Indian Parliament
- viii. Marketing of Transformers
- ix. Museums of Zoology
- x. A handbook of Mathematics
- xi. Harvesting of wheat
- xii. Agricultural Libraries

2) Catalogue any two 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.

Title 1:

Introductory Algebra

By

D. Franklin Wright

Bill D. New

Alexander Morgan

Alan Wise

2nd Edition

Boston

Allyn and Bacon

1986

Other Information:

Call No. : 512.9 INT
Acc. No. : 34612
Pages : xiii, 511 p
Size : 24cm

Title 2: Commercial Bank Management: Text and Readings
Edited By
John A. Haslem

Reston, Va.
Reston Publication Company
1985

Other Information

Call No. : 332.1068 COM
Acc. No. : 29615
Pages : xiv, 482 p
Size : 25 cm.
ISBN : 0-8359-0964-6

Title 3: Cambridge Economic History of India

Vol. 1: 1200-1750
Vol.2: 1757-2003

Dharma Kumar

Orient Longman
2005

Other information:

Call No. : V44(X) 'P03 ← G P05.1 to P05.2
Acc. No. : 12159
Note : It is a two volume set and both the volumes are available in the library

BLII-014: ICT in Libraries

Assignment

Coverage:

Course Code: BLII-014

Course: ICT in Libraries

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

Units: 1-7

Total Marks: 50

Part-1: Answer all questions in about 300 words. All questions carry equal marks

1. What is a computer? Explain the major hardware components. (5)
2. Explain personal computer software. (5)
3. Explain the task analysis of housekeeping operations. (5)
4. What do you understand by ICT? Explain the prerequisites of ICT application in Housekeeping. (5)
5. Explain the basic requirements of a library management system. (5)
6. Discuss how to set an internet connection. (5)
7. Explain electronic mail and how to create a web-based email address. (5)
8. Explain the need and purpose of web-based library services. (5)

Part-11: Answer all questions in about 100 words. All questions carry equal marks

1. Listservers (2)
2. Social Networking Sites (2)
3. Virtual library tours (2)
4. Open source software (2)
5. Web 3.0 (2)