

**Certificate
in
Library and Information Science**

**Assignments
For January 2022 and July 2022 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 2022

FOR JULY SESSION

30th September 2022

WHERE TO SUBMIT THE ASSIGNMENTS

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

Jan 2022

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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-110 068 or visit university's web site <http://www.ignou.ac.in>.

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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 2021 session fails to submit her/his assignments till 30th September 2021, s/he will have to attempt the fresh assignments of January 2022 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 July session (e.g. if a student of July 2021 session fails to submit her/his assignments till 31st March 2022, s/he will have to attempt the fresh assignments of July 2022 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 paper for you answer, ordinary writing paper, neither too thick nor too thin will do.
- 9) 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 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.

BLII-011: Libraries: An Introduction

Assignment

Coverage:

Course Code: BLII-011

Course: Libraries: An Introduction

Assignment Code: AST/TMA/Jan.2022-Jul.2022

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 role of libraries in society (5)
2. Explain the different types of libraries and their functions. (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. Define professional. Identify the difference between professional and paraprofessional librarians (5)
7. What is acquisition? Explain the different methods of acquisition (5)
8. Define library records. Explain the need for records and the different kinds of library records. (5).

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

1. Library maintenance (2)
2. Virtual library (2)
3. Readers service (2)
4. Technical processing(2)
5. Need for weeding (2)

BLII-012: Document Processing and Organisation

Assignment

Coverage:

Course Code: BLII-012

Course: Document Processing and Organisation

Assignment Code: AST/TMA/Jan.2022-July 2022

Units: 1-6

Total Marks: 50

Note: Answer all questions.

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

10x2=20 marks

- (1) Study and teaching of Constitutional law.
- (2) Journal of Mathematics.
- (3) Political condition in Haryana.
- (4) Dictionary of Sanskrit language.
- (5) Customs of dancers.
- (6) Foreign policy of Japan.
- (7) Encyclopaedia of Physical chemistry.
- (8) Human diseases.
- (9) Agriculture.
- (10) Cricket.
- (11) Comparative Psychology.
- (12) Handbook of Public Administration.

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.).

15x2=30 marks

Title 1

LINER TOPOLOGICLA SPACES

By

M. L. Ved/S. P. Sethi

J. P. Hans/ D. K. Mathur

R. L. Sehgal /*P. D. Gupta*

Other Information: Call No. B316 K3K

Accession No. 4568, Size 23x12 cm,

ISBN 971-12340-12

P. D. Gupta is Principal author

Series in Higher Mathematics, edited by S K Jain, 8

Title: 2

Proceedings of the Seventh International Conference on Information Services,
Held at Huston,
March 28-30, 2022
Edited by
Winifred B. Linderman
Chicago,
American Library Association

Other Information:

Class No. 025.52 Pages: x, 1958
Acc. No. 24012 Size: 23 cm. X 16 cm.
Copy right 1966

Title: 3

World Agro Globe

Scale 1:20,860,000

Orthographic Projection

New York

Rand McNally, C1976

Other Information:

Call No.912, G67 Acc No.1001

Colour Globe, mounted on brass stand, 30 cm. diameter. 8 cm x 5 cm

Accompanying material: 1 manual, v, 10p.

Series: Randmark World Agro Globe Series, No.2

3) Visit the website of any five LIS Journals which are available in open access. Write down their titles, year of publication, volume numbers, issue numbers, publication frequency and name of the publishers. List the contents of the current issue of each.

4) Visit the websites of any five National Newspapers and find out the services provided by them.

5) Visit the website of DOAB and write the full bibliographic description of any five e-books.

**BLII-014: ICT in Libraries
Assignment**

Coverage:

Course Code: BLII-014

Course: ICT in Libraries

Assignment Code: AST/TMA/Jan.2022-July 2022

Units: 1-7

Total Marks: 50

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

1. Describe external storage devices. (5)
2. Explain LibreOffice suite components. (5)
3. Describe library housekeeping operations. (5)
4. Describe the development of library automation. (5)
5. Make a comparative analysis of generations of LMS. (5)
6. Explain the security measure that needs to be taken for prevention and blocking of unauthorized access? (5)
7. Explain what is electronic mail and how to create a web-based email address (5)
8. Describe the role of Web OPAC in providing access to library resources. (5)

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

1. Discuss organization of files and folders on drives. (2)
2. What are the prerequisites for application of ICT in housekeeping (2)
3. Explain KOHA– Open Source Software. (2)
4. Importance of electronic mail for communication. (2)
5. What do you understand by institutional repositories? (2)