

**Certificate
in
Library and Information Science (CLIS)**

**Assignments
For July 2017 Session**



**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 SESSION

30th September 2017

WHERE TO SUBMIT THE ASSIGNMENTS

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

July 2017

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CONTENTS

	Page No.
Instructions for Assignments	4
BLI-011 : Libraries: an Introduction	6
BLII-012 : Document Processing and Organisation	7
BLII-013 : Information Sources and Library services	9
BLII-014 : ICT in Libraries	11

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 six months . 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 2017 session fails to submit her/his assignments till 30th march 2017, 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 July session (e.g. if a student of July 2017 session fails to submit her/his assignments till 30th September 2018, s/he will have to attempt the fresh assignments of January 2018 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 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.

BLI-011: Libraries: An Introduction

Assignment

Coverage:

Course Code: BLI-011

Course: Libraries: An Introduction

Assignment Code: AST/TMA/Jul.2017

Units: 1-8

Total Marks: 50

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

1. Explain the role of library in Society. (5)
2. Briefly explain the different types of libraries. (5)
3. Describe the role of public libraries. (5)
4. Define records. Explain the need for records. (5)
5. Explain the factors impacting the role of library staff. (5)
6. Explain the role and responsibilities of professional library staffs. (5)
7. What do you understand by physical processing? Briefly explain the steps in physical processing. (5)
8. Explain the basic functions of library maintenance. (5)

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

1. Need for weeding (2)
2. Circulation section (2)
3. Acquisition section (2)
4. Reference and documentation service section (2)
5. Stock maintenance (2)

BLII-012: Document Processing and Organisation

Assignment

Coverage:

Course Code: BLII-012

Course: Document Processing and Organisation

Assignment Code: AST/TMA/Jul.2017

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). (20)
- Encyclopaedia of Education
 - Biography of Sachin Tendulkar
 - Political parties of Canada
 - History of Hindi Literature
 - Periodicals on Physics
 - Public Libraries in India
 - Sanskrit poetry of early nineteenth century
 - Higher education in China
 - Plastic surgery of face
 - A handbook of Economics
 - Export of wheat
- 2) 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. (10)

Title 1:

Principles of Auditing
By
Leslie R. Howard
Twenty -First Edition
Macdonald & Evans
London
1982

Other Information:

Call No. : 657.45 HOW
Acc. No. : 9251
Pages : xv, 401 p
Size : 22cm

Title 2:

Biochemistry
By
Donald Voet and Judith G. Voet

New York
John-Wiley
1990

Other Information

Call No. : 574.192 DON
Acc. No. : 150326
Pages : xvii, 1223p
Size : 24 Cm.
ISBN : 0-471-61769-5

Title 3:

TERRORISM IN IRELAND
EDITED BY

YONAH ALEXANDER
ALAN O. DAY
LONDON CROOM HELM
1984

Other information:

Call No. : 303.62509415 TER
Acc. No. : 41201
Pages : v, 209p
Size : 23cm
ISBN : 0-87364-290-2

BLII-013: Information Sources and Library Services

Assignment

Coverage:
Course: Document Processing and Organisation

Course Code: BLII-013

Assignment Code: AST/TMA/Jul.2017

Units: 1-6

Total Marks: 50

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

1) Please visit a library and collect following information about the library and write in the space given below:

- a) Name of the Library_____
- b) Type of Library_____
- c) Total Collection of the Library_____
- d) Total Staff in the Library_____
- e) Type of Information Sources available in the Library

f) Provide full bibliographical details of any ten important Information sources available in the library

2) Name of the Services provided by the Library along with their description

BLII-014: ICT in Libraries

Assignment

Coverage:

Course Code: BLII-014

Course: ICT in Libraries

Assignment Code: AST/TMA/Jul.2017

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? Briefly explain the types of computer? (5)
2. Explain personal computer software. (5)
3. Explain the application of ICT in housekeeping. (5)
4. Describe the history and development of library automation. (5)
5. Explain the basic requirements of a library management system. (5)
6. Describe the library management systems initiatives in India. (5)
7. Explain how internet works. (5)
8. Describe the need and purpose of web-based library service. (5)

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

1. Web search (2)
2. Digital media archive system (DMA) (2)
3. OPAC (2)
4. Acquisition control (2)
5. System software (2)