

**Certificate  
in  
Library and Information Science**

**Assignments**

**For January 2020 and July 2020 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**

**31<sup>th</sup> March 2020**

**FOR JULY SESSION**

**30<sup>th</sup> September 2020**

## **WHERE TO SUBMIT THE ASSIGNMENTS**

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

*Dec 2019*

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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 2020 session fails to submit her/his assignments till 31<sup>st</sup> March 2020, s/he will have to attempt the fresh assignments of July 2020 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 2020 session fails to submit her/his assignments till 30<sup>th</sup> September 2020, s/he will have to attempt the fresh assignments of January 2021 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 full-scale 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.

**BLII-011: Libraries: An Introduction**

**Assignment**

**Coverage:**

**Course Code: BLI-011**

**Course: Libraries: An Introduction**

**Assignment Code: AST/TMA/Jan.2020-Jul.2020**

**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.2020-July 2020**

**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. Encyclopaedia of Botany
2. Physical Geography
3. Political parties of USA
4. History of Hindi Literature
5. Periodicals of Physics
6. Chinese cooking in India
7. Sanskrit Grammar for Students
8. Higher education in China
9. Plastic surgery of Face
10. A handbook of Library and Information Science
11. Export of Wheat
12. Dictionary of Political Science

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

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**Title 1:**

**Electricity**  
**By**  
**J.H Fewkes**  
**and**  
**John Yarwood**  
**Vol. 1: Current Electricity**  
**Vol. 2: Statistical Electricity**

**Oxford University Press**  
**New Delhi**  
**1985**

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**Other Information:**

Call No. : C6 K5.1 to K5.2

Acc. No. : 1719,1720

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**Title 2:**

**Language and Society**

**Edited by**  
**M.K Verma**

**Sage India**  
**New Delhi**  
**1998**

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**Other Information**

Call No. : Y0gP N8  
Acc. No. : 3540

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**Title 3:**

**Handbook of Procedures April 1988-March 1991**

**Import and Export Promotion**

**Ministry of Commerce**  
**Government of India**  
**1989**  
**New Delhi**

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**Other information:**

Call No. : 382.60954 IND  
Acc. No. : 55640  
Pages : xi, 240 p  
Size : 24 cm

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**BLII-013: Information Sources and Library Services**

**Assignment**

**Coverage:**

**Course Code: BLII-013**

**Course: Document Processing and Organisation**

**Assignment Code: AST/TMA/Jan.2020-July 2020**

**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:

i.) Name of the Library\_\_\_\_\_

ii.)Type of Library\_\_\_\_\_

iii.)Year of establishment of the library\_\_\_\_\_

iv.) Total Collection of the Library\_\_\_\_\_

v.) Total Staff in the Library\_\_\_\_\_

vi.) Category of Staff in the Library


vii.) Type of Information Sources available in the Library\_\_\_\_\_

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viii.) Total Users of the library\_\_\_\_\_

ix.) Category/Type of Users in the Library\_\_\_\_\_

x.) Name of the Classification Scheme used in the library\_\_\_\_\_

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2) Provide full bibliographical details of any ten important Reference Sources available in the library.

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3) Name of the Services provided by the Library along with their description in detail.

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4) List of databases and e-resources available in the library.

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5) Write a note on the Circulation system and Cataloguing code used by the library.

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**BLII-014: ICT in Libraries**

**Assignment**

**Coverage:**

**Course Code: BLII-014**

**Course: ICT in Libraries**

**Assignment Code: AST/TMA/Jan.2020-Jul.2020**

**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)