

**Certificate
in
Library and Information Science**

**Assignments
For January 2019 and July 2019 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 2019

FOR JULY SESSION

30th September 2019

WHERE TO SUBMIT THE ASSIGNMENTS

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

Dec 2018

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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 2019 session fails to submit her/his assignments till 31st March 2019, s/he will have to attempt the fresh assignments of July 2019 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 2019 session fails to submit her/his assignments till 30th September 2019, s/he will have to attempt the fresh assignments of Jan 2020 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: BLI-011

Course: Libraries: An Introduction

Assignment Code: AST/TMA/Jan.2019-July 2019

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 a library? Explain the need and purpose of libraries. (5)
2. Explain the different type of library models. (5)
3. Describe the different type of libraries. (5)
4. Explain the different roles and responsibilities of library professionals in changing environment. (5)
5. Explain the principles of organising a structural pattern. (5)
6. Explain the selection criteria for acquisition of documents in a library. (5)
7. Describe the process of acquisition of serials in a library. (5)
8. Explain the advantages and disadvantages of stock verification in libraries. (5)

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

1. College library (2)
2. Stock maintenance (2)
3. Office management (2)
4. Staffing pattern of libraries (2)
5. Accession policy (2)
6. Need for library records (2)

BLII-012: Document Processing and Organisation

Assignment

Coverage:

Course Code: BLII-012

Course: Document Processing and Organisation

Assignment Code: AST/TMA/Jan.2019-July 2019

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).

1. Encyclopaedia of Education
2. Physical Anthropology
3. Political parties of Bangladesh
4. History of Bengali Literature
5. Periodicals on Chemistry
6. Public Libraries in China
7. Sanskrit poetry of early nineteenth century
8. Higher education in India
9. Plastic surgery of Nose
10. A handbook of Philosophy
11. Export of Rice
12. Dictionary of Psychology

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:

Marxism in Asia
Edited by
Colin Mackerras
And
Nick Knight
New York
1985

Other Information:

Call No. : 335.43095 MAR
Acc. No. : 56412
Pages : 297 p
Size : 23cm
ISBN : 0-312-51852-8

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:

Cost Accounting
2nd Edition
By
Richard Jenkins
London
Financial Training Publications
1983

Other information:

Call No. : 657.42 JEN
Acc. No. : 29500
Pages : xiii, 313 p
Size : 25cm
ISBN : 1-8358-0963-6

BLII-011: ICT in Libraries

Assignment

Coverage:

Course Code: BLII-014

Course: ICT in Libraries

Assignment Code: AST/TMA/Jan.2019-July 2019

Units: 1-7

Total Marks: 50

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

1. Describe different type of computers. (5)
2. Explain external storage devices in detail. (5)
3. Explain the task analysis of housekeeping operations (5)
4. Describe the role of ICT in Housekeeping operations. (5)
5. Describe the criteria for evaluation of a library management system. (5)
6. Discuss the working of internet with the help of a diagram. (5)
7. What do you understand by web 2.0. Explain with suitable examples (5)
8. Explain the concept of Web OPAC by giving suitable examples. (5)

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

1. Barcode Reader (2)
2. Slide master in LibreOffice (2)
3. LAN (2)
4. Web search (2)
5. Blogs