

**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**

**31<sup>th</sup> March 2019**

**FOR JULY SESSION**

**30<sup>th</sup> 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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*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 2019 session fails to submit her/his assignments till 31<sup>st</sup> 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 30<sup>th</sup> 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)

**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.

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**Title 1:**

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

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**Other Information:**

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

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**Title 2:**

**Biochemistry**  
**By**  
**Donald Voet and Judith G. Voet**

**New York**  
**John-Wiley**  
**1990**

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**Other Information**

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

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**Title 3:**

**Cost Accounting**  
**2<sup>nd</sup> Edition**  
**By**  
**Richard Jenkins**  
**London**  
**Financial Training Publications**  
**1983**

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**Other information:**

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

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**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