

**MLIS**

# **Master's Degree Programme in Library and Information Science**

## **ASSIGNMENTS**

**For July 2017 and January 2018 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 July 2017 Session

31<sup>st</sup> March 2018

For January 2018 Session

30<sup>th</sup> September 2018

## **Where to Submit the Assignments**

**Kindly submit your assignments at the concerned Study  
Centre with in the due date as mentioned above**

June, 2017

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## CONTENTS

|  | <b>Page No.</b> |
|--|-----------------|
| <b>Instructions for Assignments .....</b>                                    | <b>4</b>        |
| <b>MLI-101 : Information, Communication and Society .....</b>                | <b>6</b>        |
| <b>MLII-101: Information Sources, Systems and Services .....</b>             | <b>8</b>        |
| <b>MLI-102: Management of Library and Information Centers.....</b>           | <b>10</b>       |
| <b>MLII-102 :Information Processing and Retrieval.....</b>                   | <b>12</b>       |
| <b>MLII-103:Fundamentals of Information Communication Technologies .....</b> | <b>14</b>       |
| <b>MLII-104:Information Communication Technologies-Applications.....</b>     | <b>16</b>       |
| <b>MLIE-101:Preservation and Conservation of Library Materials.....</b>      | <b>18</b>       |
| <b>MLIE-102 :Research Methodology.....</b>                                   | <b>20</b>       |
| <b>MLIE-103 : Academic Library System .....</b>                              | <b>22</b>       |
| <b>MLIE-104 :Technical Writing.....</b>                                      | <b>24</b>       |
| <b>MLIE-105:Informetrics and Scientometrics.....</b>                         | <b>26</b>       |
| <b>MLIE-106:Public Library System and Services .....</b>                     | <b>28</b>       |

## INSTRUCTIONS FOR ASSIGNMENTS:

As part of MLIS Programme, each candidate has to do **one** Tutor Marked Assignment (TMA), and a seminar/practical in each of the six core courses and two electives selected by her/him.

Assignment and seminar/practical carry 30% weightage each in the continuous evaluation of a course. The term-end examinations carry 70% weightage.

The assignments as well as seminars/practical will be evaluated at the study centre and their specific percentage (30 per cent) of marks will be added to their percentage of marks obtained at the term-end examination. Each candidate will have to complete assignments as well as participate in the seminars/practical in order to qualify for the term-end examination. Candidates are, therefore, advised to take assignments and the seminars/practical seriously, complete the assignments in time and ensure their participation in the seminars/practical.

**Note:** You can write your assignments in English as well as in Hindi medium.

### 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 for 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 th session fails to submit her/his assignments till 30 September 2017, s/he will have to attempt the fresh assignments of January 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 sessions (e.g. if a student of July 2017 session fails to submit her/his assignments till 31 March 2018, s/he will have to attempt the fresh assignments of July 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 answersheet.

The top of the first page of your answer sheet for each assignment should be as follows:

Programme Title/Code..... Enrolment No.....

Course Title/Code ..... Name .....

Assignment Number..... Address.....

Study Centre (Code)..... Study Centre.....

Date.....

**(Note:** Candidates are required to follow this format strictly otherwise the assignments may not be evaluated.)

- 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 grade/marks.
- 5) As far as possible students are advised to give the relevant points from the course material and elaborate their answers and explanation in their own language instead of reproducing the language of the course materials. ***Do not reproduce your answers from the units. If you reproduce from units, you will get a zero.***
- 6) Do not copy from the answer sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 7) Typed and computer print assignments are not permissible.
- 8) Use only foolscap size paper for your answers, 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 assignments will be returned to you by the Coordinator of your Study Centre. This will enable you to improve in your future assignments as well as in the term-end examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator/Programme In-charge of the Study Centre allotted to you.

**For sample Term End Examination question papers of  
previous years, please visit:**

**[http://www.ignou.ac.in/prevyrpapers/pyq\\_papers.htm](http://www.ignou.ac.in/prevyrpapers/pyq_papers.htm)**

## **MLI-101: Information, Communication and Society**

### **Tutor Marked Assignment**

**Course Code: MLI-101**  
**Coverage: Units: 1-16**

**Assignment Code: AST/TMA/Jul.2017/Jan.2018**  
**Total Marks: 50**

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

1.1 Define information. Describe the factors contributing to the enhancement in the value of information.

OR

1.2 Discuss the role of institutions in the knowledge-based economy.

2.1 Give the definition of knowledge as understood in the context of knowledge management. Enumerate the modes of formation of subjects as propounded by Ranganathan.

OR

2.2 What do you understand by the concept of communication? Discuss the elements of communication process.

3.1 Discuss the impact of IT on libraries, information systems and services. Justify how Indian society is drifting into an information and knowledge society.

OR

3.2 Explain the functions of knowledge professionals. Give justification why library and information science professionals can be considered as knowledge professionals.

4.1 What do you understand by information economy? Give your appreciation on the relevance and value of information/knowledge economy to library and information studies.

OR

4.2 In your opinion, what are the different facets of human resources that need attention in formulating a National Information Policy? Discuss the role of a knowledge professional in knowledge management.

5.0 Write short notes on any two of the following:

- a) Data, Information and Knowledge
- b) Knowledge Society
- c) Information Policy
- d) Impact of information on research and development

**MLI-101: Information Communication and Society  
Seminar**

**Course Code: MLI-101**  
**Coverage: Units: 1-16**

**Assignment Code: AST/SEM/Jul.2017/Jan.2018**  
**Total Marks: 50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

**MLII-101: Information Sources, Systems and Services**  
**Tutor Marked Assignment**

**Coverage:**  
**Units: 1-19**

**Course Code: MLI1-101**  
**Assignment Code: AST/TMT/ Jul. 2017/Jan.2018**  
**Total Marks: 50**

**Answer all questions.**

1.1 What do you understand by deinstitutionalised information services? Discuss their types and functions.

OR

1.2 Define the term 'information centers'. Describe the different types of services provided by information centers to users.

2.1 Explain the relevance of print media in the age of information technology.

OR

2.2 Discuss how organisations act as an important source of information.

3.1 What do you understand by trade and product bulletins? Explain with examples the different sources of trade literature.

OR

3.2 Discuss the need for electronic document delivery systems (EDDS) in an information center. Briefly describe the different types of EDDS.

4.1 Mention the different kinds of information needs of users. Discuss customisation of information services in relation to users' needs.

OR

4.2 Explain how database intermediaries are of help to end users. Discuss their role.

5.0 Write short notes on **any two** of the following:

- a) Data Dissemination Centers
- b) AGRIS
- c) Trend Reports
- d) Mobile Agents



## **MLII-101: Information Sources, Systems and Services**

### **Practical**

**Course Code: MLII-101**

**Coverage:**

**Assignment Code: AST/PRAC/ Jul. 2017/Jan.2018**

**Units: 1-19**

**Total Marks: 50**

**Answer all questions.**

The broad areas on which practical tests are to be given are mentioned below. Counsellor will provide details about the practical work.

- 1) Development of a CAS product. (25)
- 2) Acquaintance with finding the names of e-resource providers on different topics. (10)
- 3) Identification of the activities of library and information network at national and international level. (15)

**Note: Concerned counsellor will provide the details about the practical work.**

**MLI- 102: Management of Library and Information Centres**  
**Tutor Marked Assignment**

**Course Code: MLI-102**

**Assignment Code: AST/TMA/ Jul .2017-/Jan. 2018**

**Coverage: Units 1-18**

**Total Marks: 50**

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

1.1 Explain the development of the human relations school of thought and its relevance in the present-day context.

OR

1.2 Discuss how modern management theories consider complexities of organisations as well as individuals.

2.1 Discuss price elasticity of demand with suitable graphs and illustrations.

OR

2.2 Prepare a decision flow chart graphically representing any typical library operation and explain decision flow charts symbols.

3.1 How do you measure performance of a library? Explain the different measures along with their respective merits and demerits.

OR

3.2 What are the main categories of expenditure in a library? Describe different types of budgets as well as the factors to be considered in the formulation of a budget.

4.1 Discuss the relevance of segmentation in marketing. Explain the strategies to be adopted for this.

OR

4.2 Explain the concept of e-marketing. Discuss the steps involved in creating and setting up an e-marketing presence.

5.0 Write short notes on **any two** of the following:

- (a) OR in libraries and information centres
- (b) Forces of change
- (c) Library as a system
- (d) Service Quality

**MLI- 102: Management of Library and Information Centres  
Seminar**

**Course Code: MLI-102**

**Assignment Code: AST/SEM/Jul.2017/Jan.2018**

**Coverage: Units: 1-18**

**Total Marks: 50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the studycentre.

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

**MLII-102: Information Processing and Retrieval  
Tutor Marked Assignment**

**Course Code: MLII-102:**

**Assignment Code: AST/SEM/ Jul.2017/ Jan.2018**

**Coverage Units: 1-19**

**Total Marks: 50**

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

1.1 Discuss the indexing criteria to bring in exhaustivity, specificity and quality control in indexing.

OR

1.2 Discuss the benefits and different approaches in the design of special classification systems and the contributions of CRG and DRTC in this area.

2.1 Explain the objectives of vocabulary control. Discuss the techniques of such control in LC List of Subject Headings.

OR

2.2 Explain the concept of intellectual organization of information and discuss the extent of intellectual efforts required for assigned and derived indexing systems.

3.1 Discuss the current trends and areas of current research in information retrieval systems.

OR

3.2 Discuss the purpose and content of Field 856 in MARC 21.

4.1 Discuss the objectives and advantages of Extensible Markup Language (XML)> How is it different from Hypertext Markup Language (HTML)?

OR

4.2 How is web information retrieval different from traditional text retrieval system? Discuss the characteristics of web information retrieval.

5.0 Write short notes on **any two** of the following:

- (a) Semantic Web
- (b) Functions of search engines
- (c) FRBR
- (d) Knowledge- based Systems



## MLII-103: Fundamentals of Information Communication Technologies

### Tutor Marked Assignment

Course Code: MLII-103  
Coverage: Units: 1-14

Assignment Code: AST/TMA/Jul.2017Jan.2018

Total Marks: 50

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

- 1.1 Explain the meaning of computer architecture and describe the main components of a computer system and their functioning.
- OR
- 1.2 What is meant by programming? Describe the features of different programming languages.
- 2.1 What is the concept of convergence in the context of networked electronic information society and the trends which are noticed in service convergence.
- OR
- 2.2 What is meant by E-publishing and network publishing? Describe the advantages of E-Journals and distribution methods of its different types.
- 3.1 What do you understand by the terms 'Reprography' and 'Micrography'? Discuss micrographics as an interfacing technology in library and information management.
- OR
- 3.2 Discuss the concept of bibliographic utility networks and describe the various ways of functioning of such networks?
- 4.1 Explain the need for library and information networking in India. What are the functions and services that may be expected from such networks?
- OR
- 4.2 Write an essay on different types of communication networks
- 5.0 Write short notes on **any two** of the following:
- (a) Linux
  - (b) ISDN
  - (c) Multimedia and its characteristics
  - (d) RLIN and its services

## **MLII-103: Fundamentals of Information Communication Technologies**

### **Practical**

**Course Code: MLII-103**  
**Coverage: Units: 1-14**

**Assignment Code: AST/PRAC/Jul.2017/Jan.2018**  
**Total Marks: 50**

**Broad areas on which practical are to be conducted are given below:**

- 1) Acquaintance with different parts of a computer and telecommunication technology used for networking. (15)
- 2) Various MS-DOS commands. (15)
- 3) Various functions of Windows Operating System. (15)

**Note: Further details about the practical will be provided by the concerned counselor.**

**MLII-104: Information Communication Technologies-Applications**  
**Tutor Marked Assignment**

**Coverage: Units: 1-16**

**Assignment Code: AST/TMA/ Jul.2017Jan.2018**

**Course Code: MLII-104**

**Total Marks: 50**

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

- 1.1 Enumerate the different types of data models. Discuss in detail any one of them.  
OR
- 1.2 What do you understand by search strategy? Explain the different methods of searching a database.
- 2.1 Discuss the functional requirements of a library automation software.  
OR
- 2.2 'A computerised library circulation system enables better control over the documents.' Discuss and validate the statement.
- 3.1 What are the advantages of digitisation? Explain how would you plan and implement digitisation in a library.  
OR
- 3.2 Enumerate the different web browsers. Describe any two of them.
- 4.1 Write an essay on digital reference services.  
OR
- 4.2 Differentiate between the different types of search engines. Explain how would you evaluate a search engine.
- 5.0 Write short notes on **any two** of the following:
- (a) Alerting Service
  - (b) Document
  - (c) Delivery Services
  - (d) Listserv



**MLII-104: Information Communication Technologies-Applications**  
**Practical**

**Course Code: MLII-104**  
**Coverage: Units: 1-16**

**Assignment Code: AST/PRAC/Jul.2017/Jan.2018**  
**Total Marks: 50**

**Broad areas on which the practical are to be conducted are given below:**

- 1) Searching, using different search options, databases that have been created using WINISIS. (10)
- 2) Selecting a news alert service from Internet and becoming its member. (10)
- 3) Using and evaluating search engines. (15)
- 4) Creation of e-mail accounts and related activities such as, sending-receiving mails, attaching files, etc. (15)

**Note: Further details about the practical will be provided by the concerned counsel**

**MLIE-101: Preservation and Conservation of Library Materials  
Tutor Marked Assignment**

**Course Code: MLIE-101  
Coverage: Units: 1-15**

**Assignment Code: AST/TMA/Jul.2017-Jan.2018  
Total Marks:50**

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

1.1 Distinguish between preservation and conservation. Discuss in brief the basic conservation methods that libraries can adopt as a part of their regular library activity.

OR

1.2 Write an essay on the evolution of writing materials in India.

2.1 Discuss the role of International Committee of the Blue Shield (ICBS) in disaster management.

OR

2.2 What are micro organisms? Discuss the damages caused by them to library materials.

3.1 What do you understand by reinforced binding? Describe the materials used for binding of library materials.

OR

3.2 What do you understand by microforms? Discuss the advantages and disadvantages of microfilms.

4.1 Discuss the importance of digitisation of library material from the preservation point of view.

4.2 Describe techniques of cleaning paper based documents as part of restoration work.

5.0 Write short notes on **any two** of the following:

- (a) Fumigation process
- (b) Advantages of digitisation
- (c) De-acidification
- (d) Stain removal process

## **MLIE-101: Preservation and Conservation of Library Materials**

### **Seminar**

**Course Code: MLIE-101**

**Coverage: Units: 1-15**

**Assignment Code: AST/SEM/Jul.2017/Jan.2018**

**Total Marks:50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

**MLIE-102: Research Methodology**  
**Tutor Marked Assignment**

**Course Code: MLIE-102**  
**Coverage Units: 1-18:**

**Assignment Code: AST/TMA/Jul.2017/Jan.2018**  
**Total Marks: 50**

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

1.1 Prepare a synopsis on a topic of your choice.

OR

1.2 Survey research is easy to design but difficult to conduct. Discuss.

2.1 Prepare a questionnaire on a topic of survey research.

OR

2.2 Critically examine the interview method as a tool for data collection..

3.1 Discuss the need and purpose of a statistical package. Describe the features of any one statistical package.

OR

3.2 Evaluate case study as a method of research. Give appropriate examples from library and information science.

4.1 What do you understand by the term ‘ variable’? Explain how will you measure qualitative data? Illustrate your answer with suitable examples.

OR

4.2 What do you understand by correlation coefficient? Discuss various methods of measuring them.

5.0 Write short notes on **any two** of the following:

- (a) Hypothesis
- (b) Purposive Sampling
- (c) Participative Observation
- (d) Research Design

**MLIE-102: Research Methodology**  
**Seminar**

**Course Code: MLIE-102**  
**Coverage: Units: 1-18**

**Assignment Code: AST/TMA/Jul.2017/Jan.2018**  
**Total Marks: 50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

**MLIE-103: Academic Library System**  
**Tutor marked Assignment**

**Course Code: MLIE-103**  
**Coverage : Units 1-14**

**Assignment Code: AST/TMA/Jul.2017/Jan.2018**  
**Total Marks: 50**

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

1.1 Discuss the impact of IT on the services of an academic library.

OR

1.2 Discuss the role of the library authorities in the efficient functioning of any academic library.

2.1 Why do libraries need a “weeding out policy”? Discuss some of the hindrances associated with weeding of non-serviceable documents.

OR

2.2 Discuss the role of UGC in promoting education in library and information science.

3.1 State the general principles of book selection for libraries. Explain the criteria for selection of print materials to be procured for a library.

OR

3.2 What are the sources of finance for a university library? Discuss the suitability of PPBS for a university library.

4.1 Describe the jobs of different categories of staff in university libraries, in the light of social and technological development in the society.

OR

4.2 Discuss the need for user education in libraries. Explain the impact of ICT on user education.

5.0 Write short notes on **any two** of the following:

- (a) Distinguish between accounting and cost accounting
- (b) Problems in shelf arrangement of documents
- (c) Role of IFLA in CEP
- (d) Objectives of library consortia

## **MLIE-103: Academic Library System**

### **Seminar**

**Course Code: MLIE-103**

**Coverage: Units 1-14**

**Assignment Code: AST/TMA/Jul.2017/Jan.2018**

**Total Marks: 50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the study centre.

**MLIE-104: Technical Writing  
Tutor Marked Assignment**

**Course Code: MLIE-104  
Coverage: Units 1-14**

**Assignment Code: AST/TMT/ Jul. 2017/Jan.2018  
Total Marks: 50**

**Answer all questions.**

1.1 What are the different modes of communication? Explain how technical writing is different from creative writing?

OR

1.2 Explain why reader analysis is an important aspect of technical communication. Discuss some of the writing situations with reference to different target groups.

2.1 What is language variation? Describe the difference between various dialects in Indian languages.

OR

2.2 Discuss how reader and text factors influence readability of a book.

3.1 Explain the steps involved in writing process. Support your answer with suitable answers.

OR

3.2 Scientific document correlates positively with the accuracy, precision and completeness of information it contains. Explain this statement in the light of the role of accuracy and precision of information.

4.1 What is an in-house bulletin? Discuss its types, features and functions.

OR

4.2 What do you understand by creative and substantive editing? Illustrate your answer with suitable examples.

5.0 Write short notes on **any two** of the following:

- a) Presentation materials
- b) Word structure
- c) User studies
- d) Peer review



**MLIE-104: Technical Writing  
Practical**

**Course Code: MLIE-104  
Coverage: Units 1-14**

**Assignment Code: AST/PRAC/ Jul. 2017/Jan.2018  
Total Marks: 50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the Programme Guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme Guide. The performance of the student will be evaluated at the Study Centre.

**MLIE-105: Informetrics and Scientometrics**  
**Tutor Marked Assignment**

**Course Code: MLIE-105**  
**Coverage: Units 1-18**

**Assignment Code: AST/TMA/Jul.2017/Jan.2018**  
**Total Marks: 50**

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

1.1 What is meant by 'measurement'? Explain the pre-conditions of effective measurement.

OR

1.2 Do you feel that the techniques of measurement are same for all subjects? Justify your views with examples. Discuss the conditions of effective measurement. .

2.1 What do you understand by sociology of science? Explain different approaches to the study of sociology of science.

OR

2.2 What are the limitations of Gross's and Brown's method of grading scientific periodicals? Discuss Sengupta's method to eliminate these limitations.

3.1 Why don't measures of central tendency give complete picture of distribution of data? Enumerate the different methods of variability and explain any two of them.

OR

3.2 Explain Lotka's Law of Scientific Productivity. Describe the steps to be followed in studying the application of fit of Lotka's Law to a given bibliometric data set.

4.1 Enumerate the common techniques of analyzing multi-dimensional data. Explain the concept of factor analysis and its types.

OR

4.2 Describe the functions of S&T indicators. Discuss their use and importance in the context of developing countries

5.0 Write short notes on **any two** of the following:

- (a) Normal Distribution
- (b) Impact Factor
- (c) Types of Scientometric Maps
- (d) Success – Breeds – Success Phenomena

**MLIE-105: Informetrics and Scientometrics  
Seminar**

**Course Code: MLIE-105**

**Assignment Code: AST/SEM/ Jul.2017/Jan.2018**

**Coverage: Units 1-18**

**Total Marks: 50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the programme guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme guide. The performance of the student will be evaluated at the study centre.

**MLIE-106: Public Library System and Services  
Assignment**

**Course Code: MLIE-106  
Coverage: Units 1-17**

**Assignment Code: AST/TMA/Jul. 2017/Jan.2018  
Total Marks: 50**

**Answer all questions.**

1.1 Define public library. Explain the factors that influence the growth of public library as a social institution.

OR

1.2 Discuss the role of various organisations and individuals involved in the promotion and development of public libraries in India.

2.1 Describe the important prerequisites for the planning of public libraries in new environment.

OR

2.2 Discuss the various components of human resource management in a large public library.

3.1 Explain the organisational structure of public library system in the states of Maharashtra, Andhra, Tamil Nadu and Karnataka.

OR

3.2 What do you understand by public library standards? Discuss the role of IFLA in developing such standards for public libraries.

4.1 Discuss the need for governance for a public library. Explain the effective governance pattern of special services of a public library.

OR

4.2 Discuss the different types of services provided by public libraries.

5.0 Write short notes on **any two** of the following:

- a) Ranganathan's contribution in the development of public libraries in India
- b) Sources of public library finance
- c) Public library networking
- d) Public libraries in UK

**MLIE-106: Public Library System and Services  
Seminar**

**Course Code: MLIE- 106**

**Assignment Code: AST/SEM/Jul. 2017/Jan.2018**

**Coverage: Units 1-17**

**Total Marks: 50**

A student has to present a seminar as per the guidelines provided in Annexure-1 of the programme guide. The topic of the seminar will be decided by the counsellor of the course based on the model topics suggested in the Programme guide. The performance of the student will be evaluated at the study centre.