

MLIS

Master's Degree Programme in Library and Information Science

ASSIGNMENTS

For July 2018 and January 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 July 2018 Session

31st March 2019

For January 2019 Session

30th September 2019

Where to Submit the Assignments:

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

June, 2018

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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 there 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

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 the session fails to submit her/his assignments till 30 September 2018, s/he will have to attempt the fresh assignments of January 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 sessions (e.g. if a student of July 2018 session fails to submit her/his assignments till 31 March 2019, s/he will have to attempt the fresh assignments of July 2019 session).

1. 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.
2. 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/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.)

3. 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.
4. 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.***
5. Do not copy from the answer sheets of other students. If copying is noticed, the assignments of such students will be rejected.
6. Typed and computer print assignments are not permissible.
7. Use only foolscap size paper for your answers, ordinary writing paper, neither too thick nor too thin, will do.
8. 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.
9. 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.
10. 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/prevyrapapers/pyq_papers.htm

MLI-101: Information, Communication and Society

Tutor Marked Assignment

Coverage:

Assignment Code: AST/TMA/Jul.2018/Jan.2019

Units: 1-16

Total Marks: 50

Note: Answer all questions. All questions carry equal marks

1.1 Examine the concept of information with reference to their types of sources, media, recipient, information needs and properties.

OR

1.2 Explain how Ranganathan's five Laws of Library Science provide a wide canvas in the study of library and information science.

2.1 What are the different forms of information? Discuss in detail.

OR

2.2 Differentiate a printed document from a digital document. List the multimedia component of a digital document. Discuss the various digital formats.

3.1 Describe the current state of Indian economy indicating its constraints. Examine the relevance of information and knowledge economy to library and information studies.

OR

3.2 Explain the concept of Global Information Infrastructure (GII) in the context of information society and describe the layered architecture of GII.

4.1 In what way does the information profession get impacted by the concept of information society ? Explain.

OR

4.2 How do the life style and culture of people get affected on a fast changing modern society ? Discuss this in relation to consumerism and leisure industry.

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

- a) Distinction between information and knowledge
- b) Sociology of reading
- c) Information entropy
- d) Data mining Knowledge workers

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

**Coverage:
Units: 1-16**

**Assignment Code: AST/SEM/Jul.2018/Jan.2019
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.

MLI- 102: Management of Library and Information Centres

Tutor Marked Assignment

Coverage:

Assignment Code: AST/TMA/ Jul .2018- Jan. 2019

Units: 1-18

Total Marks: 50

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

1.1 “Economic incentives are strong enough to motivate workers.” Discuss pros and cons of the statement in the light of scientific management theory.

OR

1.2 What is work analysis? Describe how it is applied in the effective management of libraries.

2.1 Explain design, analysis and evaluation of a job in the context of LIS.

OR

2.2 Why do employees resist change? Explain with examples from librarianship.

3.1 What do you understand by the statement “Responsibility should be commensurate with authority”? Discuss the characteristics of delegation of authority.

OR

3.2 What do you understand by cost analysis? Discuss how cost analysis is to be carried out in libraries and information centres?

4.1 Is information a marketable commodity? Explain how demand, supply and price of a commodity are related.

OR

4.2 Discuss how you would implement and evaluate a marketing programme for a library.

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

(a) ISO 9000 in libraries and information centres

(b) Depreciation of capital items

(c) Leader vs. Manager

(d) E-marketing in libraries

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

Coverage:

AST/SEM/Jul.2018/Jan.2019

Units: 1-18

Assignment Code:

TotalMarks: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

Assignment Code: AST/TMT/ Jul. 2018/Jan.2019
Total Marks: 50

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

1.1 What do you understand by socio-economic data system? Discuss the functioning of such a system in India.

OR

1.2 Explain the need for information analysis and consolidation. Describe the utility of IAC products for different levels of users.

2.1 Differentiate between information sources and resources. List the different categories of information sources and discuss any two of them.

OR

2.2 What is meant by storage media? List the various forms under which it can be grouped. Discuss any one such group with examples.

3.1 What is content analysis? Discuss how the techniques of content analysis can be applied to the functioning of a library and information center.

OR

3.2 Explain how technical enquiry is different from general enquiry. List the various categories of sources that are required to provide such service. Briefly discuss any one such category.

4.1 Define the term information intermediaries. Describe its different types.

OR

4.2 Enumerate the different categories of information system professionals. Discuss the activities of any two of them.

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

- a) NISSAT
- b) NISCAIR
- c) Machine Translation
- d) Internet as an aid to information sources

MLII-101: Information Sources, Systems and Services

Practical

Coverage:
Units: 1-19

Assignment Code: AST/PRAC/ Jul. 2018/Jan.2019
Total Marks: 50

Note: 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.

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

**Coverage:
Units: 1-19**

**Assignment Code: AST/TMA/Jul.2018-Jan.2019
Total Marks: 50**

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

1.1 Explain the structure and provisions of Library of Congress List of Subject Headings (LCSH).

OR

1.2 Define indexing language. Discuss its need, purpose and characteristics.

2.1 UDC is an example of analytico-synthetic scheme of classification. Explain this statement with reference to features and structures of UDC. Illustrate with suitable examples.

OR

2.2 Describe briefly the different methods of automatic indexing.

3.1 Discuss four generic tasks that a user performs while using and searching a bibliographic database. Explain the mapping of various bibliographic data elements with reference to these tasks.

OR

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

4.1 What is MARC? Discuss the field '856' for description of online resources.

OR

4.2 Describe the structure and features of Unicode. How can it be applied for multilingual content development in libraries?

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

- a) Citation Indexing
- b) Dublin Core
- c) Recall and Precision
- d) Issues in formulating a search strategy

MLII-102: Information Processing and Retrieval

Practical

Coverage:
Units: 1-19

Assignment Code: AST/PRAC/Jul.2018-Jan.2019
Total Marks: 50

Broad areas on which the practical test is to be conducted by the counselors are given below:

- 1) a) Creation of a database using CDS/ISIS (25)
b) Creation of index to the above database by using CDS/ISIS
c) Generation of catalogue data according to AACR-2R (either print or display).
- 2) XML coding and creation of Web Page. (15)
- 3) Database searching (online/offline) for creation of a bibliography on a particular topic. (10)

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

MLII-103: Fundamentals of Information Communication Technologies
Tutor Marked Assignment

Coverage:

Units: 1-14

Assignment Code: AST/TMA/Jul.2018- Jan.2019

Total Marks: 50

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

1.1 Describe briefly the significant development in microprocessor technology.

OR

1.2 'Communication systems perform a variety of functions to improve the efficiency and reliability of information transfer'. Discuss the functions that help in achieving these objectives.

2.1 What are internet protocols ? Discuss the functions of different layers used for developing them.

OR

2.2 Describe the factors that led to the development of non-print media. Discuss the features of optical storage media in brief.

3.1 What is meant by e-publishing ? Discuss the issues associated with it.

OR

3.2 What are the different techniques of printing ? Describe the process of plate making in the process of printing.

4.1 Enumerate the different types of library and information networks. Briefly describe their activities and services.

OR

4.2 Discuss the role of OCLC in furthering access to world information at a reduced cost.

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

- a) Mobile networks
- b) Objectives of convergence
- c) Future of print media
- d) Retrieval of microfilmed documents

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

Coverage:

Assignment Code: AST/PRAC/Jul.2018-Jan.2019

Units: 1-14

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:

Assignment Code: AST/TMA/ Jul.2018Jan.2019

Units: 1-16

Total Marks: 50

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

1.1 Differentiate between file organisation and access method. Describe the different file access methods.

OR

1.2 Explain the process of information retrieval diagrammatically. Discuss the process of search with an example.

2.1 Discuss the activities of a computerised serials control system.

OR

2.2 Write an essay on the trends in library management systems.

3.1 What is a full-text online source ? Discuss in detail the access to these sources.

OR

3.2 Describe the services provided in major digital reference service projects.

4.1 Discuss how protocols and standards allow computers to exchange data across the Internet.

OR

4.2 Describe in detail Internet-based communication services.

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

- a) Newgen Library Software
- b) Library of Congress Online Catalogue
- c) Subject Gateways
- d) Metatags

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

**Coverage:
Units: 1-16**

**Assignment Code: AST/PRAC/Jul.2018/Jan.2019
Total Marks: 50**

Broad areas on which the practical is 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 counselor

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

Coverage:

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

Units: 1-15

Total Marks:50

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

1.1 Describe the external causes of deterioration of library materials.

OR

1.2 Describe the salvage procedure for electronic resources.

2.1 What do you understand by magnetic storage media ? Describe the methods for their care and handling.

OR

2.2 Discuss in detail the paper-making process and enumerate the different types of papers.

3.1 Explain the factors that go in deciding whether a particular material is to be bound.

OR

3.2 Describe the ways of handling paper-based non-book materials to safeguard against their deterioration.

4.1 Describe Project Gutenberg and Library of Congress Project for digitisation of documents.

OR

4.2 Describe what remedial treatments a librarian may adopt for damaged materials as part of one's regular duty.

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

- a) Storage environmental conditions conducive to preservation of library materials
- b) Care and handling of microfilms
- c) Documentation of disaster plan
- d) Varieties of papers

MLIE-101: Preservation and Conservation of Library Materials

Tutor Marked Assignment

Coverage:

Assignment Code: AST/SEM/Jul.2018-Jan.2019

Units: 1-15

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

Coverage:
Units: 1-18

Assignment Code: AST/TMA/Jul.2018-Jan.2019
Total Marks: 50

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

1.1 What is the need and purpose of research? Discuss the conceptual framework of research.

OR

1.2 What is historical research? Discuss the problems associated in conducting such a research.

2.1 What do you understand by the term 'variable'? Explain how you would measure qualitative data, giving examples.

OR

2.2 Discuss the observation method of research with reference to its planning and implementation.

3.1 Design a questionnaire for studying the reading habits of college students.

OR

3.2 What do you understand by the term 'correlation'? Describe Pearson Product Moment Correlation and Spearman's rank Correlation Coefficient.

4.1 Discuss different types of observation and their use in research.

OR

4.2 What do you understand by historical research? Discuss its application in LIS research.

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

- (a) Action research
- (b) Statistical inference
- (c) Web-based questionnaire
- (d) Types of research reports

MLIE-102: Research Methodology

Seminar

Coverage:
Units: 1-18

Assignment Code: AST/SEM/Jul.2018-Jan.2019
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-I of the Programme Guide. The topic of the seminar will be decided by the counselor 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

Coverage:
Units: 1-14

Assignment Code: AST/TMA/Jul.2018-Jan.2019
Total Marks: 50

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

1.1 “University library system is established to strive for fulfillment of the ideas and objectives of the university”. Elaborate the statement.

OR

1.2 Discuss the circumstances that justify library to levy charges for services offered by it.

2.1 Discuss the role of the library authorities in the efficient functioning of an academic library.

OR

2.2 Describe the different categories of staff and their job responsibilities in a university library. Discuss the types of skills required in IT environment.

3.1 Discuss the role of international agencies involved in imparting continuing education programmes to LIS professionals.

OR

3.2 Discuss the various aspects of staff development that contribute to their better performance.

4.1 Discuss the guiding principles for a collection development policy for a university library.

OR

4.2 What do you understand by resource sharing? Explain why and how it is important for an academic library?

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

- (a) Weeding out policy in Academic libraries
- (b) Problems in shelf arrangement of documents
- (c) Career advancement

(d) Storage and care of library materials

MLIE-103: Academic Library System

Seminar

Coverage:

Assignment Code: AST/SEM/Jul.2018- Jan.2019

Units 1-14

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**

Coverage:
Units: 1-14

Assignment Code: AST/TMA/ Jul. 2018/Jan.2019
Total Marks: 50

Note: Answer all questions. All questions carry equal marks

1.1 What are the different writing situations available in technical writing process? Explain them with examples.

OR

1.2 Discuss in detail reader writer relationship in different types of writing situations.

2.1 What do you understand by rhetoric of language? Explain sentence structure in technical communication.

OR

2.2 What are aberrations? Discuss some of the useful guidelines for presenting accurate and complete information in a technical communication.

3.1 Define technical communication. Discuss its types along with its characteristics.

OR

3.2 What is a technical report? Explain its need, characteristics, types and functions.

4.1 What is copy editing? Explain the routine tasks involved in copy editing of a technical document.

OR

4.2 Describe the qualities and functions of an editor in technical communication.

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

- a) Creative Writing and Technical Writing
- b) Language Variation
- c) Style of Presentation of Data
- d) Descriptive Discourse

**MLIE-104: Technical Writing
Seminar**

Coverage:
Units: 1-14

Assignment Code: AST/SEM/ Jul. 2018-Jan.2019
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

Coverage:
Units: 1-18

Assignment Code: AST/TMA/Jul.2018-Jan.2019
Total Marks: 50

Note: Answer all questions. All questions carry equal marks

1.1 What is meant by 'scales of measurement'? Explain different type of scales.

OR

1.2 Describe 'informativeness' and discuss its properties.

2.1 Discuss the importance of citation analysis in scientometric studies. Explain the different types of scientometric maps.

OR

2.2 Define Bradford's Law. Discuss how it can be applied in library and information services with examples.

3.1 What do you understand by 'obsolescence of literature'? Discuss various methods and their limitations for finding 'obsolescence of literature'.

OR

3.2 Define 'user studies'. Discuss the different methods that can be employed to conduct user studies. .

4.1 What are the sources of multicollinearity in regression analysis? Explain methods of detection and correction of multicollinearity. measures of rating obsolescence?

OR

4.2 Explain the measures of central tendency with examples.

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

- a) Zipf's Law
- b) Binomial Distribution
- c) Kolmogorov- Smirov Test
- d) Testing of a Questionnaire

MLIE-105: Informetrics and Scientometrics

Seminar

Coverage:
Units: 1-18

Assignment Code: AST/SEM/Jul.2018-Jan.2019
Total Marks: 50

A student has to present a seminar as per the guidelines provided in Annexure-I of the Programme Guide. The topic of the seminar will be decided by the counselor 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
Tutor Marked Assignment

Coverage:
Units 1-17

Assignment Code: AST/TMA/Jul. 2018-Jan.2019
Total Marks: 50

Note: Answer all questions. All questions carry equal marks

1.1 What is a public library ? Describe its features. Discuss the social factors which have influenced the growth of public libraries as social institutions.

OR

1.2 Discuss the role of Central Government in the promotion and development of public libraries in India.

2.1 Discuss the statutory and non-statutory systems of public library financing prevailing in India.

OR

2.2 Why is Human Resource Management (HRM) important for public libraries ? Discuss the key activities of HRM.

3.1 Explain the concept of organisational structure of public library system. Describe the features of organisational structure of a public library as recommended by Model Public Library Bill of Government of India.

OR

3.2 Why is effective governance required for public libraries ? Describe the governance pattern of special services of a public library.

4.1 Explain the need and objectives of public library networking. Discuss some of the recent trends in networking of public libraries in India.

OR

4.2 Highlight the importance of data communication devices that are useful in public libraries. Discuss the problems faced by public libraries while implementing IT.

5.0 Write short notes on any three of the following:

- a) DPL
- b) NAPLIS
- c) Indian Public Library Guidelines
- d) Children's Services

MLIE-106: Public Library System and Services

Seminar

Coverage:
Units 1-17

Assignment Code: AST/SEM/Jul.2018-Jan.2019
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.