

**Bachelor's Degree Programme
in
Library and Information Science**

ASSIGNMENTS

For

July 2016 and January 2017 Sessions



Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068

Dates for Submission of Assignments

For July 2016 Session

31st March 2017

For January 2017 Session

30th September 2017

Where to Submit the Assignments

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

July 2016

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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 BLIS Programme, each candidate has to do one assignment each in all the courses. In BLIS-07, there will be a compulsory practical. Tutor Marked Assignments (TMA) will be evaluated by the counsellor. For the course BLIS-07, Computer Practical will also be evaluated by the counsellor.
- 2) Assignments and Practicals 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 and practical will be counted in your final result. Candidates are, therefore, advised to take assignments and practical seriously, complete and submit them in time.
- 3) You must remember that assignments and practical 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 2017 session fails to submit her/his assignments till 30th 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 July session (e.g. if a student of July 2016 session fails to submit her/his assignments till 31st March 2017, 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 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 (Name).....
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 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 size paper for your 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.

Instructions for Computer Practical in BLIS-07

The practical component of this course involves exposure of the candidates to the use of computer by hands on experience of a software package and creation of databases by each individual using the packages. Fifteen (15) hours of computer practical will be given for each student. Further details of the practical work will be provided by Coordinator of the Study Centre.

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

http://www.ignou.ac.in/prevyrapapers/pyq_papers.htm

**BLIS-01: Library and Society
Assignment**

Coverage:
Course: Library and Society
Unit: 1-16

Course Code: BLIS-01
Assignment Code: AST/TMA/Jul.2016-Jan.2017
Total Marks: 100

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

1.1 Discuss the role of libraries in the present day information oriented society.

OR

1.2 State the Five Laws of Library Science. Discuss the implications of the second law.

2.1 Discuss the need, purpose and methods of providing SDI service in libraries.

OR

2.2 Explain the role and functions of a public library in building a healthy society.

3.1 Discuss the importance of resource sharing in libraries. Describe basic requirements for resource sharing.

OR

3.2 What is meant by 'library legislation' and why is it necessary? Discuss its significant components.

4.1 Compare the services provided by academic libraries with that of public libraries.

OR

4.2 Discuss the role and function of IT in user studies.

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

- (a) Ethics of librarianship
- (b) Bibliographic networks
- (c) INFLIBNET
- (d) Indian Library Association

BLIS-02: Library Management

Assignment

Coverage:

Course: Library Management

Units: 1-17

Course Code: BLIS-02

Assignment Code: AST/TMA/Jul.2016-Jan.2017

Total Marks: 100

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

1.1 State the general principles of management and discuss their application in library and information centres' management.

OR

1.2 Discuss the characteristics and benefits of an effective MIS and explain its relevance in managing library and information centres.

2.1 Acquisition of reading material involves many routines. Mention the routines involved at each stage of book selection and ordering.

OR

2.2 What are the main objectives of a circulation system in a library? Which charging system would you prefer for an academic library and why?

3.1 Discuss the purpose and objectives of binding. Explain the binding policy that can be adopted for different types of materials in a university library.

OR

3.2 "Best books for largest number at least cost". Discuss the principles of book selection in the light of the above statement.

4.1 What are the aims of personnel planning in libraries? State the methods and techniques of personnel planning.

OR

4.2 Prepare the budget for an automated university library keeping in view the services rendered by a modern library.

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

- (a) Centralisation vs. decentralisation
- (b) Library equipment
- (c) Problems in acquisition of periodicals
- (d) Principles of library expenditure

BLIS-03: Library Classification Theory

Assignment

Coverage:

Course Code: BLIS-03

Course: Library Classification Theory **Assignment Code: AST/TMA/Jul.2016-Jan.2017**

Units: 1- 15

Total Marks: 100

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

1.1 Define the following concepts with the help of examples:

(i) Arrays and Chain, (ii) Species of Classification, (iii) Kinds of Library Classifications, and (iv) Classification Schedules.

OR

1.2 Explain how library classification plays a vital role in library services and management operations in a library.

2.1 Discuss the need and importance of general theory of library classification. Explain in brief the role of Ranganathan in the development of dynamic theory of library classification.

OR

2.2 Make a comparative study of the mapping of subjects in Colon Classification, Dewey Decimal Classification and Universal Decimal Classification schemes.

3.1 Discuss the concept of five fundamental categories with the help of suitable examples.

OR

3.2 What do you understand by the terms “Facet Analysis” and “Facet Sequence”? Illustrate the use of facet sequence in Colon Classification (6th edition).

4.1 Define the concept of common isolates. Explain the use of standard subdivisions in Dewey Decimal Classification (19th edition).

OR

4.2 Explain the need and importance of devices used in the different schemes of classification. Briefly discuss the various devices employed in Colon Classification.

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

(a) Colon Classification Version 2

(b) Use of notation in UDC

(c) DDC 21st edition

(d) ‘Add to’ device in DDC

**BLIS-03P: Library Classification Practice
Assignment**

Coverage:

Course Code: BLIS-03P

Course: Library Classification

Practice

Assignment Code: AST/TMA/Jul.2016-Jan.-2017

Units: 1- 13

Total Marks: 100

1) Classify ANY 10 (out of 12) of the following titles using **Dewey Decimal Classification** (19th edition). (50)

1. Physiology of the nervous system
2. Earthquake coverage in California
3. Insect diversity conservation
4. Labour market in computer application
5. Political parties of Canada
6. Flood relief work in Andhra Pradesh in 1960's
7. Foreign relation between China and Japan
8. Collection of fiction about nationalism
9. Social status of Telugus in Mauritius
10. Psychology books for teachers
11. Drug therapy for fungus diseases of Swine
12. Laws and regulations of elections in India

2) Classify ANY 10 (out of 12) of the following titles using **Colon Classification** (6th Revised Edition).

(50)

1. Psycho –therapy of insane people
2. Genesis of metamorphic rock
3. Lending of books in primary school libraries in Delhi during the years 1990-1999
4. Gaban (Hindi fiction written by Premchand, born in 1889)
5. Higher education in France during the 19th century
6. Second World War (1939 to 1945)
7. Investment in public enterprises
8. Election of President of USA
9. Economics for politicians
10. Physiology of leave tissues
11. Encyclopaedia of automobile engineering
12. Designing of steel bridge

BLIS-04: Library Cataloguing Theory

Assignment

Coverage:

Course Code: BLIS-04

Course: Library Cataloguing

Theory

Assignment Code: AST/TMA/Jul.2016-Jan.-2017

Units: 1-18

Total Marks: 100

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

1.1 Discuss the implications of Five Laws of Library Science for library catalogue. Highlight the relationship of cataloguing with classification.

OR

1.2 Enumerate different inner forms of library catalogue. Make a comparative study of the dictionary and classified catalogue.

2.1 What is a subject catalogue? Discuss different approaches to subject cataloguing.

OR

2.2 List the areas of bibliographical description of an entry according to AACR 2R and mention the functions of each area.

3.1 Discuss the rules for cataloguing pseudonymous works in AACR 2R with examples.

OR

3.2 What do you understand by centralised cataloguing? Discuss its various forms.

4.1 Enumerate different types of non-print media as listed in AACR 2R. Discuss the main problems faced in cataloguing non-print media.

OR

4.2 What is an indexing system? Differentiate between pre and post-coordinate indexing systems.

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

- (a) Unit card system
- (b) ALA filing rules
- (c) Analytical entries
- (d) Vocabulary control

BLIS-04P: Library Cataloguing Practice

Assignment

Coverage:

Course Code: BLIS-04P

**Course: Library Cataloguing
Practice**

Assignment Code: AST/TMA/Jul.2016-Jan.2017

Units: 1-17

Total Marks: 100

Note: Answer all questions.

- 1) Catalogue the 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.

(50)

Title 1:

**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 2:

**Biologists's Guide to principles and techniques of
practical biochemistry**

**Edited by
Keith Wilson and Kenneth H. Goulding
3rd edition**

**London
English Language Book Society
1987**

Other Information:

Call No. 574.192 BIO
Acc. No. 876567
Pages xix, 396p.
Size 24 cm.
ISBN 0-7131-2959-X

Title 3:

National Accounts Statistics, 1993

**Government of India
Ministry of Planning and Programme Implementation
Department of Statistics, CSO**

**Delhi
Controller of Publications
1993**

Other Information:

Call No. 336.0125400212 IND
Acc. No. 435645
Pages xvi, 345p.
Size 24 cm.

Title 4:

Methods in applied soil microbiology and biochemistry

**Edited by
Kassem Alef
and
Paolo Nannipieri**

Volume 1: Soil microbiology
Volume 2: Soil biochemistry
Volume 3: Soil chemistry
Volume 4: Soil biology

**London
Academic press
1995**

Other Information

Call No. 631.4 ALE
Acc. No. 345266-9
Size 26 cm.
ISBN 0-12-513840-7

Title 5:

**Georgian International Journal of Science,
Technology and Medicine**

Vol. 1 Issue 1 2008
Hauppauge, NY
Nova Science Publishers

Other Information

Class No. 505.14
First Published in 2008

Acc. No. : Use inclusive notation for accession numbers
First Published: 1966
Frequency: Quarterly
Library Holdings: Volume no.1 onwards

Title 4: The Art and Science of Business Management

Robert Dubin
Christopher Kelly
Terry Egalton

Second Revised Edition

Vol.1: Leadership and Creativity
Vol.2: Performance
Vol.3: Managing People
Vol.4: Productivity and Marketing

Jaico Books
New Delhi
1995

Other Information:

Call No. : X:8 N5.1 to N5.4
Acc. No : 200891-200894
Note : It is a four volume set. All the volumes are available in the library.

Title 5: Footsteps Behind Me

By
Anthony Gilbert

Collins Clear Press
London
1955

Other Information:

Call No. : O111, 3N03, F J5
Acc.No :18456
Note : The real name of the author is given in the book as Lucy Malleson
Series Note: Crime Club Series. No 23, Merle Lawrence is the editor of the series

BLIS-05: Reference and Information Sources

Assignment

Coverage:

Course Code: BLIS-05

Course: Reference and Information

Sources

Assignment Code: AST/TMA/Jul.2016-Jan.2017

Unit: 1-16

Total Marks: 100

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

1.1 Explain the term “reference work”? Describe different types of reference sources required by the library to provide ready reference service.

OR

1.2 What do you understand by universal bibliographical control? Describe bibliographical activities carried out by Indian institutions at national level.

2.1 Differentiate between general encyclopaedia and subject encyclopaedia. Discuss the criteria for evaluation of an encyclopaedia.

OR

2.2 Discuss the importance of standards. Enumerate international and national sources for standards.

3.1 List the types of information we usually gather from geographical atlases. Discuss the criteria you will employ for evaluating the geographical Sources?

OR

3.2 Show how international, regional and national yearbooks differ in scope and content providing examples from each type.

4.1 Differentiate between a general and special dictionary. Enumerate different categories of special dictionaries with examples from each.

OR

4.2 What do you understand by mass media? Describe its importance as a source of information.

5.0 Answer all the questions.

- 5.1** Give name of one source of information for each of the following categories:
- (a) Industrial directory
 - (b) Abstracting periodical
 - (c) Official source for Indian patents
 - (d) Manual
 - (e) Trade catalogue
- 5.2** What information can be found in the following sources?
- (a) Current Contents
 - (b) Whitaker's Almanac
 - (c) Keesing's Record of World Events
 - (d) Press in India
 - (e) Roget's Thesaurus
- 5.3** Describe the scope of the following reference books:
- (a) Asian Recorder
 - (b) India- A Reference Annual
 - (c) Social Science Citation Index
 - (d) Facts on File
 - (e) Biological Abstract
- 5.4** Name **any one** source for answering each of the following questions:
- (a) Functions of ICSSR
 - (b) A brief description of Taj Mahal
 - (c) Weight and measure of India
 - (d) Life sketch of Mother Teresa
 - (e) Pronunciation of the word "consortia"

BLIS-06: Information Services

Assignment

Coverage:

Course: Information Services

Units: 1- 8

Course Code: BLIS-06

Assignment Code: AST/TMA/Jul.2016-Jan.2017

Total Marks: 100

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

- 1.1** Discuss various groups of information users mentioning the purpose for which they need information.

OR

- 1.2** Discuss the difference between information sources and information resources. Explain the functions of information resource and its implication in the provision of information services.

- 2.1** Explain in brief how you would organise and manage the reference services in a library.

OR

- 2.2** Explain the importance of ‘use studies’ and ‘user studies’ in libraries. Discuss different methods of assessing users’ information needs and evaluating the library service.

- 3.1** Distinguish between reference service and literature search service. Discuss the use of computer databases in literature search service.

OR

- 3.2** Define a documentation centre, bringing out its relationship with libraries. Discuss the activities of a documentation centre.

- 4.1** Discuss the impact of Information and Communication Technologies on information services in the present day context.

OR

- 4.2** Discuss the need and importance of document delivery service. Describe ADONIS service in this regard.

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

- (a) Ready reference services
- (b) User groups and their information needs
- (c) Reference service and referral service
- (d) Document profile in SDI

BLIS-07: Information Technology: Basics

Assignment

Coverage:

Course Code: BLIS-07

Course: Information Technology:

Basics

Assignment Code: AST/TMA/Jul.2016-Jan.2017

Units: 1-13

Total Marks: 100

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

1.1 What is meant by computer software? Explain the features of different categories of software with example.

OR

1.2 Depending on computing power and other capabilities, computers may be grouped into different categories. Discuss this statement with reference to the characteristics of each category.

2.1 What is a software package? Discuss the advantages and disadvantages of using a software package.

OR

2.2 Discuss the advantages of automating library housekeeping operations. Describe the objectives and features of automated circulation control system.

3.1 Discuss briefly the significant features of CDS/ISIS software package and explain the four basic steps involved in defining a database as per the procedure laid down in the software package.

OR

3.2 Describe the different component of MARC format.

4.1 Define the terms 'Internet' and 'Intranet'. Describe the resources and services available on Internet.

OR

4.2 Describe the functions of information retrieval systems and its various components. Describe the search capabilities it should have.

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

- (a) Input/Output devices
- (b) Reprography and micrography
- (c) Subject directories of Internet
- (d) Library networks in India

BLIS-07: Information Technology: Basics
Computer Practical

Coverage:

Course Code: BLIS-07

Course: Information Technology:

Basics

Assignment Code: AST/TMA/Jul.2016-Jan.2017

Units : 1-13

Total Marks: 100

Create a database of 30 records using CDS/ISIS package and take a print out of main entries according to AACR II. The index file should be created in FST using all the codes. (The details of the records will be supplied by the counselors)

Note:

- a) Securing minimum pass marks in this assignment is also compulsory for passing BLIS-07.
- b) The software will be provided by the study center.
- c) For more details please contact the coordinator of your study center.