



BLIS

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

ASSIGNMENTS

For

July 2014 and January 2015 Sessions

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**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 2014 Session

31st March 2015

For January 2015 Session

30th September 2015

Where to Submit the Assignments

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

April, 2014

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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 website <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 2015 session fails to submit her/his assignments till 30th September 2015, she will have to attempt the fresh assignments of January 2016 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 2015 session fails to submit her/his assignments till 31st March 2016, she will have to attempt the fresh assignments of July 2016 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 full-scale size paper for you 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/prevyrpapers/pyq_papers.htm

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

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

Course Code: BLIS-01
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 100

Answer all questions.

- 1.1** State the Five Laws of Library Science. Discuss their validity in the context of changing scenario due to impact of Information and Communication Technologies (ICTs). 20

OR

- 1.2** “Libraries contribute greatly to the society in the promotion of education both formal and non-formal in many ways”. Discuss the statement. 20

- 2.1** Discuss the need and functions of a public library. 20

OR

- 2.2** Explain the role of UGC in promoting library and information activities in academic libraries in India. 20

- 3.1** What are the different methods and techniques of ascertaining information needs and information gathering habits of users? 20

OR

- 3.2** What do you understand by library user education? Discuss how you would conduct user education programme in a university library. 20

- 4.1** What do you understand by ‘library networking’? Discuss the different types of computerised library networks. 20

OR

- 4.2** Discuss the financial provisions made in the Madras Public Libraries Act, 1948 and the West Bengal Public Libraries Act, 1979. 20

- 5.0** Write short notes on **any two** of the following: 20

- a) Professional ethics
- b) Stock verification.
- c) Library catalogue
- d) Special libraries

BLIS-02: Library Management

Assignment

Coverage:

Course: Library Management

Units: 1-17

Course Code: BLIS-02

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Total Marks: 100

Answer all questions.

- 1.1 State the general principles of management and discuss their application in library and information centres' management. 20

OR

- 1.2 Discuss the characteristics and benefits of an effective MIS and explain its relevance in managing library and information centres. 20
- 2.1 Acquisition of reading material involves many routines. Mention the routines involved at each stage of books selection and ordering. 20

OR

- 2.2 What are the main objectives of circulation system in a library? Which charging system would you prefer for an academic library and why? 20
- 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. 20

OR

- 3.2 "Best books for largest number at least cost". Discuss the principles of book selection in the light of the above statement. 20
- 4.1 What are the aims of personnel planning in libraries? State the methods and techniques of personnel planning. 20

OR

- 4.2 Prepare the budget for an automated university library keeping in view the services rendered by a modern library. 20
- 5.0 Write short notes on **any two** of the following: 20
- 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: Library Classification Theory

Units: 1- 15

Course Code: BLIS-03

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Total Marks: 100

Answer all questions.

- 1.1 Dr. S.R. Ranganathan's definition of library classification involves three important concepts, viz, artificial language, ordinal number and specific subject. Elaborate these concepts and also discuss the functions of library classification. 20

OR

- 1.2 Write an essay on the notation of colon classification. 20
- 2.1 Discuss the different species of library classification. Why freely faceted classification is also called analytico-synthetic classification. 20

OR

- 2.2 Define facet analysis and discuss its application in DDC and UDC. 20
- 3.1 What is the nature and importance of common isolates in library classification? Briefly explain their provision in Colon Classification. 20

OR

- 3.2 What is meant by 'mnemonics'? Discuss the various types of mnemonics used in the schemes of library classification. 20
- 4.1 Explain the concept of phase relation with appropriate examples from different schemes of classification. 20

OR

- 4.2 Explain how you represent complex subject in Colon Classification. 20
- 5.0 Write short notes on **any two** of the following: 20
- a) Classification Research Group.
 - b) Postulational approach.
 - c) Subject device.
 - d) Relative Index of DDC.

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

Coverage:
Course: Li brary Classification Practice
Units: 1- 13

Course Code: BLIS-03P
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 100

Answer all questions.

- 1) Classify ANY 10 (out of 12 given titles) of the following titles using **Dewey Decimal Classification** (19th edition). 50
1. Oxford English-Hindi Dictionary
 2. Occurrence of Sanskrit words in Hindi language
 3. Directory of medical libraries in North India
 4. Diagnosing blood cancer
 5. Architecture of Gurudwaras in Orissa.
 6. Indo-Sri Lanka foreign relations.
 7. Biography of Sachin Tendulkar
 8. Maintenance of roads in Maharashtra
 9. Banking law of Indonesia
 10. Counselling the drug addicts: A bibliography
 11. Cold storage of apples in Himachal Pradesh
 12. Encyclopaedia of education
- 2) Classify ANY 10 (out of 12) of the following title using **Colon Classification** (6th revised edition) 50
1. Classification of manuscripts in public libraries in Madhya Pradesh during 1980s
 2. Handbook of industrial psychology
 3. Propagation of audible sound levels
 4. Rasidi Ticket (Autobiography of Amrita Pritam, a Punjabi novelist, born in 1919)
 5. Storage of potatoes
 6. Homeopathic treatment for ovary diseases
 7. Bibliography of science books for college students
 8. Inspection of medical colleges in Delhi: A report submitted in 2000
 9. Hindu Law
 10. Audio visual method of teaching for school children
 11. Difference between religion and philosophy
 12. Nuclear energy

BLIS-04: Library Cataloguing Theory

Assignment

Coverage:

Course: Library Cataloguing Theory

Units: 1- 18

Course Code: BLIS-04

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Total Marks: 100

Answer all questions.

- 1.1** Discuss the implications of Five Laws of Library Science for library catalogue. Highlight the relationship of cataloguing with classification. 20

OR

- 1.2** Enumerate different inner forms of library catalogue. Make a comparative study of the dictionary and classified catalogue. 20

- 2.1** What is a subject catalogue? Discuss different approaches to subject cataloguing. 20

OR

- 2.2** List the areas of bibliographical description of an entry according to AACR -2R and mention the functions of each area. 20

- 3.1** Discuss the rules for cataloguing pseudonymous works in AACR -2R with examples. 20

OR

- 3.2** What do you understand by centralized cataloguing? Discuss its various forms. 20

- 4.1** Enumerate different types of non-print media as listed in AACR -2R. Discuss the main problems faced in cataloguing non-print media. 20

OR

- 4.2** What is an indexing system? Differentiate between pre and post-coordinate indexing systems. 20

- 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.2014-Jan.2015

Units: 1-17

Total Marks: 100

Note: Answer all questions.

- 1) Catalogue the titles as per AACR-2R. All added entries are to be provided. The answers are to be worked out on paper only, marking out 5" X 3" cards. All titles carry equal marks. (50)

Title 1:

ADOLESCENT SUICIDAL BEHAVIOR

DAVID K. CURRAN
MARION DUCKWORTH
THERESA J. FLYNN
SEAN SULLIVAN

**WASHINGTON HEMISPHERIC
PUBLICATION CORP.**

1987

Other information:

Call No. : 362.2 ADO

Acc. No. : 32612

Pages : xiii, 208p

Size : 24cm

ISBN : 0-89116-618-1

Title 2:

TERRORISM IN IRELAND

EDITED BY

YONAH ALEXANDER

ALAN O. DAY

LONDON

CROOM HELM

1984

Other information:

Call No. : 303.62509415 T E R

Acc. No. : 41201

Pages : v, 209p

Size : 23cm

ISBN : 0-87364-290-2

Title 3:

**REPORT OF THE COMMITTEE ON "CAUSES AND EFFECTS OF
CHANGES IN STRATOSPHERIC OZONE" OF NATIONAL
RESEARCH COUNCIL (U.S.)**

WASHINGTON D.C.

NATIONAL ACADEMY PRESS

1984

Other information:

Call No. : 551.5112 UNI

Acc. No. : 3942

Pages : XI, 254p

Size : 23cm

ISBN : 0-309-03443-4

Title 4:

RECAPTURING MARXISM
An appraisal of recent trends in Sociology Theory

EDITED BY
RHONDA F. LEVINE
JERRY LEMBECK

V1: MARXISM, NEO MARXISM AND U.S. SOCIOLOGY
V2: NEW CLASSES AND OLD THEORIES
V3: CLASS AND CLASS CAPACITIES
V4: RACE, ETHNICITY AND CLASS

NEW YORK
PRAEGER
1987

Other information:

Call No. : 330 BAR
Acc. No. : 63321-2
Size : 24cm
ISBN : 0-309-03443-4

Title 5:

INSTITUTE OF ECONOMIC RESEARCH JOURNAL

VOL.22 NO.1 JANUARY – JUNE 1987

**DHARWAR, KARNATAKA INSTITUTE
OF ECONOMIC RESEARCH**

Other information:

Class No. : 330.05
First Issue Published in : 1966
Frequency : 2 per year
ISSN : 0020-2851

Library has volume 10 onwards

- 2) Catalogue the titles as per **Classified Catalogue Code**. All the added entries are to be provided. The answers are to be worked out on paper only, making out 5" X 3" cards. All titles carry equal marks. 50
-

Title 1 %

Managing the Indian Economy

By
A.M. Khusro
Balraj Mehta

2nd edition

**Har – Anand Books
New Delhi
1994**

Other Information:

Call No : X, 44 N4

Acc.No. : 18402

Title 2:

International Conference on Cataloguing Principles

Paris, 9th – 18th October, 1961

Report
Edited By

A.H. Chaplin and Dorothy Anderson

International Federation of Library Association

London
1963

Other Information :

Call No. : 2:55 pl, N61 K3

Acc. No. : 4823

Title 3:

Journal of Agriculture

Vol. No. 100

Issue No.1

Eduted By

A.P. Bhatnagar

Publisher : Indian Society of Agriculture
New Delhi

Other information:

Class No. : Jm44, N64
Acc. No. : 4420-4437
First Published : 1964
Frequency : Quarterly
Library Holdings : Volume 10 onwards

Title 4:

Political System in India

Edited by
Verinder Grover

- V 1 : Consitutions
- V 2 : Government
- V 3 : Courts
- V 4 : Federal System
- V 5 : Party System
- V 6 : Election

Other information:

Call No. : W.2. M9.1 to M9.4

Acc. No. : 2816-2819

Note : It is a six volume set. Volume nos. 5 and 6 are not available in the library.

Title 5:

Inductive Logic

By

Morris R. Cohen

Arnold
London
1966

Other information:

Call No. : R11

Acc. No. : 2980

Note : There is another book (see below) bound with the above book.

Applied Logic and Scientific Method

By

Earnest Nagal

Routledge and Kegan Paul Ltd

London

1971

Other information:

Call No. : R17

LI

BLIS-05: Reference and Information Sources

Assignment

Coverage:

Course: Reference and Information Sources

Units: 1- 16

Course Code: BLIS-05

Assignment Code: AST/TMA/Jul.2014-Jan.2015

Total Marks: 100

Answer all questions.

- 1.1 Differentiate between reference book and other books. List the major types of reference and information access tools. Explain Non-Documentary reference tools in detail. 20

OR

- 1.2 Define Bibliography. Write about branches of Bibliography and what do you mean by bibliographical control. 20

- 2.1 Evaluate State - of -the art reports as source of information. Discuss its types and functions in detail. 20

OR

- 2.2 What do you mean by encyclopaedia? Mention its uses and types. Evaluate "Encyclopedia of Library and Information Science". 20

- 3.1 How Almanac and Yearbook are different. Discuss ready reference sources and evaluate "Europa Yearbook." 20

OR

- 3.2 Describe the types of geographical sources. Define Gazetteers mention some its important examples. 20

- 4.1 Discuss the current sources of information in detail. Evaluate "Asian Recorder" and "Keesing's Record of World Events".

OR

- 4.2 Evaluate in detail Mass Media's role in providing information to the users. 20

- 5.0 Answer any fourteen (14) questions choosing at least three (3) from each categories:

- 5.1 Give one example for each of the following categories: 20

- a) Travel Guides
- b) Indexing Periodicals
- c) Trend Reports
- d) Trade Catalogues
- e) Statistical Sources

5.2 What information can be found from the following sources?

- a) Webster's New Geographical Dictionary
- b) The Times Index
- c) Universities Handbook
- d) Britannica Book of the Year
- e) Cumulative Book Index

5.3 Describe the scope of the following reference books:

- a) Indian National Bibliography
- b) Current Bibliography
- c) Facts on File
- d) Social Science Citation Index
- e) Statesman's Yearbook

5.4 Name any one source for answering each of the following questions:

- a) Currency of England
- b) Address of UNO
- c) Height of Mount Everest
- d) Meaning of "No Pains, No Gains"
- e) Name of the Librarian of IIT Mumbai

BLIS-06: Information Services
Assignment

Coverage:
Course: Information Services
Units: 1-8

Course Code: BLIS-06
Assignment Code: AST/TMA/Jul.2014-Jan.2015
Total Marks: 100

Answer all questions.

1.1 Define information. Discuss how information is generated. 20

OR

1.2 What do you understand by the value added information services? Explain how value addition to information services is done. 20

2.1 What are the different user approaches towards information? Discuss how the current awareness needs of users can be fulfilled. 20

OR

2.2 Discuss the components and functional phases of a SDI system. 20

3.1 What do you understand by literature search service? Discuss its need and the steps involved in providing such a service. 20

OR

3.2 Define document delivery service. Discuss its recent trends. 20

4.1 What are the functions of a documentation and information centre? Discuss the factors you would keep in mind while planning such a centre. 20

OR

4.2 Discuss the growth and development of documentation centres in India. 20

5.0 Write short notes on **any two** of the following: 20

- a) Information generation process
- b) Information source vs. resource
- c) Value of information services
- d) Methods for assessing information needs

BLIS-07: Information Technology: Basics

Assignment

Coverage:

Course: Information Technology: Basics

Units: 1-13

Course Code: BLIS-07

Assignment Code: AST/TMA/Jul..2014-Jan.2015

Total Marks: 100

Answer all questions.

- 1.1 “Depending upon the computing power and other capabilities, computers may be grouped into different categories”. Discuss the statement with reference to the characteristics of each category. 20

OR

- 1.2 “The transmission media used in telecommunication networks vary both physically and in their carrying capacity”. Elucidate the statement. 20

- 2.1 What is meant by Applications Software? Discuss the different types of packages used in a library. Comment on the advantages of using a commercial software package. 20

OR

- 2.2 Discuss the advantages of automating library housekeeping operations. Describe the objectives and features of an automated circulation control system. 20

- 3.1 Discuss the objectives and functions of automated serials control system. 20

OR

- 3.2 What do you understand by Selective Dissemination of Information (SDI)? Enumerate its functional components. Explain ‘user profile’ and ‘document profile’. 20

- 4.1 What is an information system? Discuss computer-based information retrieval (IR) systems. 20

OR

- 4.2 Explain the main objectives of DELNET and discuss the steps it has taken to realize these objectives. 20

- 5.0 Write short notes on **any two** of the following: 20

- a) CDS/ISIS
- b) MARC II Format
- c) Reprography and Micrography
- d) CD-ROM Networks

BLIS-07: Information Technology: Basics

Computer Practical

Coverage:

Course: Information Technology: Basics

Units: 1-13

Course Code: BLIS-07

Assignment Code: AST/PRAC/Jul.-2014-Jan.2015

Total Marks: 100

- Create a database of 30 records using any one of the below mentioned packages:
 - CDS/ISIS
 - WINISIS
 - SOUL
- Take a print out of main entries according to AACR-2R.
- The index file should be created in FST using all the codes. (The details of the records will be supplied by the counsellors)

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 Centre.
- c) For more details please contact the Coordinator of your Study Center.