



**BLIS**

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

**ASSIGNMENTS**

**For**

**July 2013 and January 2014 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 2013 Session

31<sup>st</sup> March 2014

For January 2014 Session

30<sup>th</sup> September 2014

## **Where to Submit the Assignments**

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

*April, 2013*

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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 July 2013 session fails to submit her/his assignments till 30<sup>th</sup> March 2014, s/he will have to attempt the fresh assignments of July 2014 session). Similarly, those who take admission in January session have to attempt the assignments of January 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 January session (e.g. if a student of January 2014 session fails to submit her/his assignments till 31<sup>st</sup> September 2014, s/he will have to attempt the fresh assignments of January 2015 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 you answer, ordinary writing paper, neither too thick nor too thin will do.
- 9) Leave 3” margin on the left and atleast 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments in appropriate places. Write question number with each answer.
- 10) The evaluated assignment will be returned to you by the Coordinator of your Study Centre. This will also include a copy of assignment sheet containing global comments of the evaluator on your performance in the assignment. This will enable you to improve in your future assignments as well as the Term End Examinations.
- 11) The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

### **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](http://www.ignou.ac.in/prevyrapapers/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.2013-Jan.2014**  
**Total Marks: 100**

**Answer all questions.**

1.1 Discuss the role of libraries in a changing society. 20

OR

1.2 Discuss the plans and programmes of library development in modern India. 20

2.1 Briefly explain the development of library and information systems and services in UK and USA. 20

OR

2.2 Define national library. Discuss the objectives and functions of national library. 20

3.1 Explain the functions of the different types of academic libraries. 20

OR

3.2 What do you understand by the term user education? Explain the role of information technology in user education. 20

4.1 Define professional ethics. Elaborate librarianship as a profession. 20

OR

4.2 Briefly explain few of the national information and documentation centres in India. 20

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

- a) Need for library legislation
- b) Indian Library Association (ILA)
- c) Resource sharing
- d) NISSAT (National Information System for Science and T Technology)

## BLIS-02: Library Management

### Assignment

Coverage:

Course: Library Management

Units: 1-17

Course Code: BLIS-02

Assignment Code: AST/TMA/Jul.2013-Jan.2014

Total Marks: 100

Answer all questions.

- 1.1 Define Management. Discuss the different types of managerial functions of managers in the context of libraries. 20
- OR
- 1.2 Briefly explain the meaning of library's organisational structure. Mention the factors that influence the decision regarding the organisational structure of a library. 20
- 2.1 What do you understand by acquisition? Discuss the problems associated with the procurement of books in a library. 20
- OR
- 2.2 Identify the tools available for selection of non-book materials. Explain the importance of such tools for a library. 20
- 3.1 Define the term 'periodical'. Examine the factors involved in planning for selection of periodicals for a university library 20
- OR
- 3.2 Discuss the routines and procedures involved in the process of cataloguing and classification of library materials. 20
- 4.1 What is meant by library binding? Explain the steps involved in the process of binding. 20
- OR
- 4.2 Critically examine the characteristics and differences between Browne Charging System and Newark Charging System used in libraries. 20
- 5.0 Write short notes on **any two** of the following: 20
- a) Taylor's principles of management
  - b) Shelf rectification
  - c) PPBS
  - d) Microform reading equipment

## BLIS-03: Library Classification Theory

### Assignment

**Coverage:**

**Course: Library Classification Theory**

**Units: 1- 15**

**Course Code: BLIS-03**

**Assignment Code: AST/TMA/Jul.2013-Jan.2014**

**Total Marks: 100**

**Answer all questions.**

1.1 Explain the significance of technical terminology in the context of library classification. Discuss with examples the different types of terms identified in this regard. 20

OR

1.2 'Postulational approach is the base of freely faceted library classification'. Discuss. 20

2.1 Discuss the contributions of S.R.Ranganathan towards the development of a dynamic theory of classification. 20

OR

2.2 Discuss with suitable examples the different modes of formation of subjects. 20

3.1 Explain the purpose and use of different tables in Dewey Decimal Classification. 20

OR

3.2 Explain the need and importance of devices used in the different schemes of classification. Briefly discuss the various devices employed in the Colon Classification. 20

4.1 Discuss in details the common isolates in Colon Classification. 20

OR

4.2 Highlight the major developments that have taken place in the CC, DDC and UDC schemes in recent years. 20

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

- a) Mnemonics
- b) Classification Research Group (CRG)
- c) Zone Analysis
- d) Collection Number



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

**Coverage:**

**Course: Library Classification Practice**  
**Units: 1- 13**

**Course Code: BLIS-03P**

**Assignment Code: AST/TMA/Jul.2013-Jan.2014**

**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. Journal of Biochemistry
  2. A Textbook of Geometry
  3. 'Midnight Children' by Salman Rushdie (born in 1947)
  4. Economics of Poverty
  5. Advances in Computer Hardware
  6. Urdu-Hindi Dictionary
  7. Nature: A Science Periodical
  8. Insurance against Property in India
  9. Physical Geography of Asia
  10. Architecture of Mosques in Pakistan
  11. Psychology of the Deaf and Dumb
  12. Indo-Pak Foreign Relations
- 2) Classify ANY 10 (out of 12 given titles) of the following titles using **Colon Classification** (6<sup>th</sup> Revised Edition). 50
1. Classification of manuscripts in a university library
  2. Divorce law in Malaysia
  3. Health problems of mine workers
  4. Ayurvedic treatment for stomach diseases in children
  5. Construction of dams in hilly areas
  6. Velocity of sound in liquids
  7. Textbook of semi-micro qualitative analysis
  8. Encyclopaedia of human anatomy
  9. Annual report of Indian Library Association, 1995
  10. Research in automobile industry
  11. Mechanical harvesting of wheat
  12. Indo-Pak relations of conflict during 1970s

## BLIS-04: Library Cataloguing Theory

### Assignment

Coverage:

Course Code: BLIS-04

Course: Library Cataloguing Theory

Assignment Code: AST/TMA/Jul.2013-Jan.2014

Units: 1- 18

Total Marks: 100

**Answer all questions.**

- 1.1 What is a library catalogue? Discuss its need and purpose. Differentiate it from bibliographies and other library records. 20
- OR
- 1.1 Enumerate different physical forms of library catalogue. Discuss different types of non-conventional forms of library catalogues. 20
- 2.1 What is a Unit Card System? Describe with examples various entries in a Dictionary Catalogue. 20
- OR
- 2.2 Discuss some familiar filing problems. Describe in brief ALA Filing Rules. 20
- 3.1 What do you understand by corporate authorship? Compare the rules for cataloguing of conference documents provided in AACR-2R and CCC with suitable examples. 20
- OR
- 3.2 Describe the rule for cataloguing anonymous works in AACR-2R with suitable examples. 20
- 4.1 What do you understand by 'indexing language'? Discuss in brief different types of alphabetical indexing languages. 20
- OR
- 4.2 Define a thesaurus and discuss its differences with subject headings lists and classification schemes. 20
- 5.0 Write short notes on **any two** of the following: 20
- a) Name Catalogue
  - b) Levels of Description in AACR- 2R
  - c) Centralised Cataloguing
  - d) Treatment of Indic Names in AACR-2R

**BLIS-04P: Library Cataloguing Practice**

**Assignment**

**Coverage:**

**Course Code: BLIS-04P**

**Course: Library Cataloguing Practice**

**Assignment Code: AST/TMA/Jul.2013-Jan.2014**

**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

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**Title 1:**

**Computers and Information Systems  
Tools for an Information Age**

H.L.Carpon  
John d. Person

3<sup>rd</sup> Edition

**Benjamin/Cummings Publishing Company  
Redwood City, California  
1993**

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**Other information:**

Call No. : 004.20 CAP  
Acc No. : 43216  
Pages : xxxi, 608 p  
Size : 28 cm  
ISBN : 0805211009

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**Title 2:**

**Economics and Policy Reforms**

Anne O. Kueger  
Chia Slow  
Chang Yue  
Yoon Je Cho

**National Council of Applied Economic Research  
New Delhi  
1999**

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**Other Information:**

Call No. : 338.9521 ECO  
Acc. No. : 62142  
Pages : 139 p  
Size : 23 cm

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**Title 3:**

**Value Inculcation through Vocational Education**

Report of National Seminar Held at Bhopal  
PSS Centre Institute of Vocational Education,  
NCERT, November 7-8, 2000

**PSS Centre Institute of Vocational Education  
BHOPAL  
2001**

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**Other Information:**

Call No. : 371.425 VAL  
Acc No. : 90352  
Pages : ix, 342 p  
Size : 26 cm

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**Title 4:**

**Encyclopedia of Women in South Asia**

Edited by  
Sangh Mittra  
Bachchan Kumar

V 1 : India  
V 2 : Pakistan  
V 3 : Bangladesh  
V 4 : Afganistan

V 5 : Sri Lanka  
V 6 : Nepal  
V 7 : Butan  
V 8 : Baldives

**Kalpaz Publishing**  
**New Delhi**  
**2004**

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**Other Information:**

Call No. : 305.403954 ENC  
Acc No. : 55076-83  
Size : 25cm  
ISBN : 81-7835-187-0

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**Title 5:**

**Fletcher Forum of World Affairs**

Volume 20 Issue No. 1 1996

**Fletcher School of Law and Diplomacy**  
**Tufts University, Medford, M.A.**  
**USA**

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**Other Information:**

Class No. : 327  
First issue published in : 1977  
Frequency : Semi-annual  
ISSN : 1046-1868  
Library lacks volume 10 to 15

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- 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"×3" cards. All titles carry equal marks. 50
- 

**Title 1:**

**Comparative Educational Administration**

Edited By  
Thodore L Reller and Edgar L Morphet

**Prentice Hall**  
**Engle Wood Cliffs, NJ**  
**1962**

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**Other Information:**

Call No : T:8 K2  
Acc.No. : 238699  
Series : Prentice-Hall Education Series No.4, Edited by David H Cooper.

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**Title 2:**

**A Guide to Community Development**

Ministry of Community Development  
Government of India  
New Delhi  
1957

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**Other Information :**

Call No. : Y31:7:7.44 J7  
Acc. No. : G – 321551

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**Title 3:**

**Library Herald**

Vol. No. 1

Issue No.1

Sponsored by: Delhi Library Association  
1958

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**Other information:**

Class No. : 2m44, N58  
Acc. No. : Use inclusive notation for accession numbers  
First Published : 1958  
Frequency : Quarterly  
Library Holdings : Volume no. 1 to Volume no. 10

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**Title 4:           Handbook of Special Librarianship and Information Work**

Edited by Wilfred Ashworth

Second Edition

ASLIB

London

1962

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Other information:

Call No.    : 24:97 K2

Acc. No.   : 18904

Note       : The chapter four of the book is on : “Cataloguing and Indexing” contributed by L.Jolly and the class no. for this portion is 2: 55, forming pages 71 to 121 of the book.

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**Title 5:**

**Science in History**

By J.D. Bernal

Third Edition

Penguin Books

Hurmondsworth

1965

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Other information:

Call No.    : Av K5.1 to K5.4

Acc. No.   : 40501-40504

Note       : It is a four volume set. All the volumes are available in the library.

Vol 1   : The Emergence of Science

Vol 2   : The Scientific and Industrial Revolutions

Vol 3   : The Natural Sciences in our Time

Vol 4   : The Social Sciences: Conclusions

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**BLIS-05: Reference and Information Sources**

**Assignment**

**Coverage:**

**Course Code: BLIS-05**

**Course: Reference and Information Sources Assignment Code: AST/TMA/Jul.2013-Jan.2014**

**Units: 1- 16**

**Total Marks: 100**

**Answer all questions.**

1.1 Explain the relevance of reference sources in providing information services. Justify how information technology has brought improvement in providing reference service. 20

OR

1.2 Discuss the importance of standards. Describe international and national sources for standards. 20

2.1 What do you understand by 'bibliography'? Enumerate the major types of bibliographies. Briefly explain the criteria for compiling subject bibliographies. 20

OR

2.2 Discuss the scope and utility of abstracting and indexing tools. Describe the different types of abstracting and indexing tools with suitable examples. 20

3.1 How do you evaluate a standard dictionary for your university library? Discuss with examples. 20

OR

3.2 What purpose does a general encyclopaedia serve? Describe the points to be considered in evaluating an encyclopaedia. 20

4.1 Discuss the role of statistics as a source of information. Briefly describe some international sources for finding statistical information. 20

OR

4.2 Discuss the importance of institution as sources of information. Describe the functions and activities of information analysis centres. 20



5.0 Answer **any fourteen (14)** questions choosing at least **three (3)** from each category. 20

5.1 Name any one title for each of the following categories:

- a) Bibliographical sources
- b) Handbooks
- c) Subject encyclopaedia
- d) Special dictionaries
- e) Year books

5.2 What information can be found in the following sources?

- a) African Diary
- b) Statesman's Yearbook
- c) Indian National Bibliography
- d) Annual Register of World Events
- e) World of Learning

5.3 Describe the scope of the following reference books:

- a) Guinness Book of World Records
- b) India- A Reference Annual
- c) The Time Atlas of the World
- d) Science Citation Index
- e) Books-in-Print

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

- a) Distance between Kohima and Delhi
- b) Expansion of ICSSR
- c) Activities of DRDO
- d) Best season to visit China
- e) E-journals available in India

## BLIS-06: Information Services

### Assignment

**Coverage:**

**Course: Information Services**

**Units: 1-8**

**Course Code: BLIS-06**

**Assignment Code :AST/TMA/Jul.2013-Jan.2014**

**Total Marks: 100**

**Answer all questions.**

1.1 Explain the different types of information needs and services to satisfy them. 20

OR

1.2 'Reference service is the hub of activities in a library'. Comment. 20

2.1 Explain how would you organise a reference section in a library. 20

OR

2.2 What is the need of anticipatory services in a library? Discuss the different types of current awareness services. 20

3.1 Define document delivery service (DDS). What are the factors on which it depends? Describe some of these services. 20

OR

3.2 Discuss the activities of a documentation centre. How are these different from those of a library? 20

4.1 Discuss the impact of Information and Communication Technologies on information services in the present day context. 20

OR

4.2 Discuss the need for literature search service. Explain the steps involved in providing this service. 20

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

- a) Document profile
- b) Computer databases
- c) User education programmes
- d) Data, information and knowledge

**BLIS-07: Information Technology: Basics**  
**Assignment**

**Coverage:**  
**Course: Information Technology: Basics**  
**Units : 1-13**

**Course Code: BLIS-07**  
**Assignment Code: AST/TMA/Jul.2013-Jan.2014**  
**Total Marks: 100**

**Answer all questions.**

- 1.1 Discuss with examples the characteristics of different computer generations. 20
- OR
- 1.2 What is a communication network? Discuss its different types. 20
- 2.1 Discuss the objectives and functions of an automated serial control system. 20
- OR
- 2.2 What is SDI? Describe its operational aspects with the help of a diagram. 20
- 3.1 Describe the different types of software packages used in libraries. Comment on the advantages of using a commercial package. 20
- OR
- 3.2 Explain the different stages of creating a database using CDS/ISIS. 20
- 4.1 Describe the functions and the various components of an information retrieval system. Explain the search capabilities it should have. 20
- OR
- 4.2 What is Internet? Describe its working. 20
- 5.0 Write short notes on **any two** of the following: 20
- a) Satellite transmission
  - b) Telecommunication protocols
  - c) Services of DELNET
  - d) Term truncation

**BLIS-07: Information Technology: Basics**  
**Computer Practical**

**Coverage:**

**Course: Information Technology: Basics**  
**Units : 1-13**

**Course Code: BLIS-07**

**Assignment Code: AST/PRAC/Jul.2013-Jan.2014**

**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.